The Scarborough System.

MasterType's™

Writer

by Learningways, Inc.

The first word processor to help you write better, make the most of your natural creativity and express your ideas effectively and easily.

Advanced ◄ printing capability

◄ Help screens

Tutorial ◄ on the disk

S

◄ Color marking

◄ Variety of typefaces

J

B

◄ File sorting capability

◄ Free back-up disk

◄ Dual windows for outlining

M

MasterType's *Writer*

Reference Manual

Software created by Learningways, Inc.:
Art Bardige, Rob Shaver, and Samuel Wantman

Manual written by Gilda and Melvin Berger

INTRODUCTION

MasterType's Writer is an amazing tool that will let you write better, faster, and with greater accuracy.

- Want to compose a letter to a friend?
- Produce a 250-page dissertation for your Master's degree?
- Keep track of your club membership?
- Create a poem, play, short story, novel?

All you need is the *Writer* program, a computer with a single disk drive (though two can be used), a TV set (b/w or color) or monitor, and a printer. The program will instantly turn your computer into a full-function word processor that will help you to plan your writing, enter the text, correct, change, and improve what you have written, and print out as many error-free copies as you desire at speeds and with an ease of use that you'll find truly remarkable!

If you can type, even by the hunt-and-peck method, you can quickly and easily put the amazing power of *Writer* to work for you. And there is no need to read through a long explanation before getting started.

However, we suggest that you go through the Tutorial of the program disk before you begin using *Writer*. It will give you all the basic information that you need to get underway. Just insert the disk with the appropriate side facing up and follow the directions in your machine-specific guide and on the screen.

When you've finished with the Tutorial, create some practice files of your own—stories, letters, reports, memos, poems, whatever—using the program's on-line Help screens to assist you if you get stuck. To see these screens, after the program is loaded press the computer's (ESC) (Escape) key, use the cursor keys to move to the function you want to check out, and press the (?) key. If you can't find the information you need there, look it up in this manual.

The HELP function on the program's third (ESC) menu (see entry for ESCAPE MENUS if you haven't used the Tutorial) will give you an abbreviated listing of the program's special keys—(CONTROL) keys that provide useful shortcuts and special keys that allow you to utilize some of *Writer*'s unique features.

Here are some of the special tasks that *MasterType's Writer* can do for you:

- Write words, numbers, and symbols as fast as you can enter them.
- Change, correct, erase, move, copy, and insert text by pressing a couple of keys.
- Split the screen into two so that you can see your notes or outline as you are writing.
- Enter entire words or phrases with a single stroke.
- 'Hide' text by marking it.
- Use a variety of typefaces for screen display.

And that's not all! *Writer* also makes it possible to sort lists alphabetically or by number, to find every appearance of a particular word and replace it with another, to insert quotations, and much more!

This manual is a reference guide to the features (in regular type) and functions (boxed entries) of *MasterType's Writer*. By feature we mean a characteristic or an ability of the program, such as setting margins and

tabs. *Writer* shares many of its basic features with other word processors (i.e., you can add, delete, or edit text), though it carries out these tasks in its own unique ways. Here is an example of what a *Writer* feature will look like:

DISK CAPACITY. A *Writer* data disk holds . . .

Functions refer to the actual choices (such as SAVE, LOAD, etc.) on *Writer*'s menus and to those series of special keystrokes designed to accomplish a particular task. We will occasionally refer to these special series of keystrokes as *commands*, or *command sequences*. You don't ever actually have to use commands in *Writer*. All of the important word processing functions are available as menu or submenu options. A number of commands are available, however, for you to use as timesavers and to allow you to do some rather sophisticated things with the program.

Here, now, is an abbreviated example of a *Writer* function:

ADD. This function allows you to combine separate *Writer* files. To use the ADD function:

1. Load in the first file . . .

Features and functions special to your version of the program are described in the machine-specific guide that came in your package. You will also find equipment requirements, loading (booting) instructions, and other information relevant to your version of the program there.

In addition to the other entries, this manual contains numerous entries— we call them "foul-ups" (in colored type)—for when you run into difficulties

and aren't sure what category your problem belongs to. Foul-ups will look like this:

CURSOR WON'T MOVE. You are probably beyond the end of your typing . . .

But you don't have to know what category your question falls into to use this manual. Arranged alphabetically, each item presents the information you need in a clear, step-by-step format or refers you to the appropriate entry. Contained in this manual are all the words and terms that people commonly use to describe the various steps in getting their ideas down on paper. The entries range from directions for getting started (under START UP and ENTER TEXT) to numbering your printed pages (under PRINT FORMAT) to preparing special types of documents (see FILL-IN FORMS and PRINT COLUMNS) to shortcuts (such as GO BACKWARDS IN FILE and QUICK ERASE). Here are a few other examples: You can look under SAVE and PREPARE BLANK DISK to learn how to make a permanent record of what you have written. ERASE will tell you how to get rid of anything you have written, from a single letter to an entire document. And entries such as FROZEN SCREEN and POWER OUTAGE will help you find your way out of almost any difficulty you might encounter. Scan the "List of Entries" at the end of the manual to find the exact name of the entry that contains the information you need.

Are you really anxious to get started? Here, then, are some tips for a quick start:

1. Boot up your program following the procedure outlined in your machine-specific guide. After a few title screens, the writing screen, with its bouncing ball and color bars, will appear.

2. Begin typing. The text will automatically wrap around when you get

to the ends of lines and will scroll up the screen. Press (RETURN) only to end paragraphs.

3. To save what you've written, put a data disk in the drive, then press (ESC) and (RETURN). Give your file a name and press (RETURN) again.

4. To print out what you've written, you first need to "set up" your program—tell it which printer you have. Put your program disk back in the drive. Press (ESC) and the down cursor key twice. Now press (S). The "setup screen" will appear, and on it you'll see the heading PRINTER. Using the cursor keys, move to the entry below PRINTER named TYPE. Now use the (<) or (>) key to cycle through the listings until you come to the name of your printer. If yours is not listed, choose OTHER. If your program has a CARD setting, also choose your brand of interface card (or OTHER). Press (RETURN) and type in a (Y) when you are asked if you want to save the setup. You should now be back on the writing screen.

5. Now you're ready to print. Press (ESC) again, then (P). A submenu will appear. Check that your printer is turned on and then press (B).

And that's all there is to it!

We think you'll find that *MasterType's Writer* is a brilliantly planned word processing program and one of the "friendliest" on the market. It actually makes writing more fun. And the attractive, error-free printouts you can achieve with *Writer* will make all of your documents elegant and professional-looking.

A

ABBREVIATIONS. See CTL and ESC.

ACTIVATE PROGRAM. See your machine-specific guide and START UP.

ACTIVE DRIVE. This is the drive that files will load from—text, macro, or font (typeface). *MasterType's Writer* assumes you are using a single drive and will look for your files in Drive 1 unless you go into DRIVES on the third (ESC) menu and change the default. See DRIVES.

ACTIVE WINDOW. This is the window you are currently in, the one the ball is bouncing in and in which you can write. Change windows by pressing the Window key.

ADD. This function allows you to combine separate *Writer* files. To use the ADD function:

1. Load in the first file. (See LOAD.) Move the cursor to the point where you want to insert the second file.
2. Choose ADD from the third (ESC) menu.
3. Put the arrow next to the name of the file you want to add

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to the first file and press $\boxed{\text{RETURN}}$. The new file will begin at the cursor.

✔ **Note:** Watch that your original file is not too full to accept the entire amount from the second file.

▶ **Caution!** Remember to resave the newly combined file if you want to keep it permanently.

ADD TEXT. See ENTER TEXT.

ADJUST LINE SPACING, MARGINS, ETC. See PRINT FORMAT.

ADVANCE THROUGH TEXT QUICKLY. See CONTROL KEYS and CURSOR SHORTCUTS.

ALTER TEXT. See EDIT TEXT.

APPEARANCE OF PRINTED PAGE. See PRINT FORMAT.

ARRANGE TEXT. See SORT to put in alphabetical or numerical order, see MOVE for cutting and pasting operations.

AUTO LINE FEED. See SETUP.

AUTOMATIC CENTERING. See PRINT FORMAT (MARGINS).

AUTOMATIC KEYSTROKES. See MACRO.

AUTOMATIC PAGE NUMBERING. See PRINT FORMAT (PAGE NUMBERING).

AUTOMATIC REPEAT. 1. For automatic repeat of pre-saved keystrokes, see MACRO. **2.** The keys on most computer keyboards have an automatic repeat function. This means that just by holding down a key, you can reproduce on the screen, over and over again, the letter, symbol, or action that particular key represents. This includes letter and number keys, punctuation mark keys, your computer's (DELETE), (RETURN), and (ESC) keys, the cursor keys, and the designated Macro and (TAB) keys. A few keys, such as the (SHIFT) key and the designated Color Marking key, do not have a repeatable function. The key that produces a dash, if pressed three times, will form a record marker (see RECORD MARKERS).

AUTOMATIC RETURN. See WORD WRAP.

AUTO PUNCTUATION. See SETUP.

B

BACKSPACE. You can back up, a character at a time, using your computer's left cursor key—the key showing an arrow pointing left. (Depending on your computer, you may have to use the computer's (SHIFT) or another key in conjunction with the cursor key.) You can also back up using your computer's (DELETE) key, but this causes text and spaces to be erased as you back up. See also CURSOR MOVEMENT.

BACK UP. 1. See BACKSPACE for moving back through your text a character at a time. **2.** Use ⌨CTL + ⌨B for moving back through your text a screen page at a time. **3.** Your program disk is copy-protected. You cannot make a backup of it. To obtain a backup, look for the backup policy notice included in your package. **4.** To copy the Tutorial or your data disks, see your machine-specific guide. **5.** You can also copy individual files from a *Writer* data disk onto a new data disk by simply loading the file from the old disk, then saving it onto the new disk. *Writer* will initialize (prepare) the new disk for you when you save the first file on it.

- **Hints:** Always make at least one backup copy of your important data disks and file that copy away in a safe place. If you are continually revising the files on your disk, put away a copy of the original and always keep two copies out. Then, when you end a writing session, make a backup of your newly revised disk at once.

BEGIN. See your machine-specific guide and START UP.

BEGINNING OF FILE. To return quickly to the beginning of a file, press ⌨CTL + ⌨A.

BLACK AND WHITE TV. To use your *Writer* program with a black and white TV or a monochrome monitor, you will want to change the program's setup so that the colors along the bottom of the screen will show up as different patterns. Choose SETUP on the third ⌨ESC menu, change the default value on the first line to B/W, and save the SETUP. For more details, see SETUP.

BLANK LINES. To skip a line within or after your text, press the

(RETURN) key. To enable you to write above your current file, put the cursor on the first character in the file and press (RETURN). Then move up using the up or left cursor key.

BLANK SPACES. Pressing the (SPACEBAR) leaves blank spaces. Sometimes, however, such as when creating a form, it is desirable to leave empty spaces on a document to be filled in later. Press your computer's Underlining key (check your machine-specific guide to see which key this is) one time for each blank space you want to leave. Later, you can fill in the underlined (blank) spaces without disturbing the rest of the text. The computer will automatically go into OVERWRITE MODE (see entry) when it sees an underline character. See also FILL-IN FORMS.

BLINKING CURSOR. This occurs when you have used the FIND function. The cursor blinks when the word being searched for has been found. Pressing any key stops the cursor from blinking. To find successive occurrences of the same word, press (CTL) + (F).

BLOCK COPYING. See COPY or RECORD MARKERS.

BLOCK DELETION. See ERASE or RECORD MARKERS.

BLOCK MOVEMENT. See MOVE or RECORD MARKERS.

BOLD PRINT. See COLOR MARKING and PRINT FORMAT.

BOOT UP. See your machine-specific guide and START UP.

BOUNCING BALL. The bouncing ball on the left side of your screen indi-

cates the "active" window, i.e., the window you are currently in. See **WIN-DOW** for details.

BUILD A MACRO. See MACRO.

C

CALL UP (A FILE). See LOAD.

CANCEL A COMMAND. Pressing your computer's (ESC) key while you are in the middle of performing an operation (i.e., LOAD, SAVE, MOVE, ERASE, PRINT) will cancel the command and return you to where you were before you chose the operation. (ESC) will not work if the disk drive is spinning or the drive's red light is on. Occasionally, you will be given a choice of (Y)es or (N)o before the computer will proceed with an operation. If you wish to cancel the operation, choose N.

CAN'T FIND (A WORD). See FIND FOUL-UP.

CAN'T SWITCH WINDOWS. An (ESC) menu is probably showing. Press (ESC) to remove.

CAN'T TYPE. 1. An (ESC) menu may be showing. 'Put away' by pressing (ESC). See ESCAPE MENUS for details. **2.** Your file may be full. Check the indicator across the top of the screen (see FILE LENGTH). If your file is full,

you may want to divide it into two. See DIVIDE A FILE. See also FROZEN CURSOR.

CARRIAGE RETURN. The carriage return key on typewriters became the (RETURN) (or (ENTER)) key on computers, but the two serve rather different purposes in word processing, partly because of the computer's automatic word-wrap ability (see **WORD WRAP**). With *Writer,* pressing the (RETURN) key after you enter text puts a triangle pointing left (a carriage (RETURN) symbol) on the screen that indicates the end of that paragraph. All the words before the (RETURN) symbol will be printed out on paper in a single, separate paragraph. Pressing (RETURN) when a *Writer* menu is showing will cause one of the menu options, usually the one highlighted, to be chosen. Triangles pointing right are not (RETURN) symbols; they are (TAB) symbols. See **TAB**.

CATALOG (OF FILES ON THE DISK). See LOAD.

CENTERING. See PRINT FORMAT (MARGINS).

CHAINING FILES. See LINKED FILES.

CHANGE NAME OF FILE. See RENAME A FILE.

CHANGING TEXT. See EDIT TEXT.

CHARACTER. Any letter, number, punctuation mark, or other typed-in symbol (even a space or a (RETURN) symbol) in a file.

CHARACTER SET. The complete collection of letters, numbers, punctua-

tion marks, symbols, and so on in a typeface. Whenever you load or save a typeface on *MasterType's Writer*, you are loading or saving the character set of that typeface.

CHARTS. See PRINT COLUMNS.

CHOOSING A FILE. See LOAD.

CHOOSING A MENU OPTION. See ESCAPE MENUS.

CHOOSING A NEW TYPEFACE. See TYPE LOAD.

CLEAR SCREEN. See ERASE.

CLOSE A WINDOW. Press (CTL) + (Q) to close the "inactive" window. See also WINDOW.

COLOR. This function allows you to change the current color for marking text. Color marking is used for the FILTER function and for indicating on the PRINT FORMAT screen special printer features such as boldfacing. The color currently selected is indicated by the long color bar on the left along the bottom of the screen or window. (If you have a black and white TV or monochrome monitor, you can transform the colors into different patterns. See SETUP.)

To change the color selected:

1. Choose COLOR from the second (ESC) menu. An inverted cursor will appear over the first color bar.

2. Use the cursor keys to move the cursor to the color you want. (Note that the long bar changes as you move the cursor.) Now press (RETURN).

3. Activate the color marking feature by pressing the Color Marking key to underline in the color you have chosen.

See also **COLOR MARKING**, **FILTER**, and **PRINT FORMAT**.

◆ **Shortcut:** You can change colors quickly by pressing (CTL) + (C). Each time you do this you select the next color to the right.

COLOR BARS. See **COLOR** and **COLOR MARKING**.

COLOR MARKING. This feature allows you to isolate particular words or portions of text for the purpose of hiding it (FILTER) or for indicating on the PRINT FORMAT screen special printer features. Color marking underlines words in the current color selection. For b/w or monochrome screens, underlining can be done instead with different patterns (see **SETUP**).

Press your computer's Color Marking key (identified in your machine-specific guide and on the HELP screen) to turn the color marking feature on and off. When you turn it on, a white line appears under the cursor but above the color bars. The long color bar on the left side shows the current color. You can mark new text in the current color just by typing while the color marking feature is turned on. You can mark text already entered by moving the cursor to the right under those words. (Moving the cursor to

the left erases the marking.) If you want to move the cursor to the left without erasing, temporarily shut off the color marking feature by pressing the Color Marking key again.

↙ **Note:** To change the current color, press (CTL) + (C) or see COLOR. For uses of color marking, see FILTER and PRINT FORMAT (COLORS).

COLUMNS, SETTING UP. See PRINT COLUMNS.

COMBINE FILES. See ADD.

COMMAND. Generally, an instruction to the computer to carry out a certain operation, such as save, load, move, or copy. In *Writer*, most operations can be performed by choosing them from a menu (or submenu). Operations that can be carried out this way are referred to in this manual as *functions*. You "execute" a function by pressing (ESC), using the cursor keys to move to the appropriate menu option, pressing (RETURN), and following any screen instructions or messages that appear. Performing a designated series of special keystrokes, such as holding down the (CTL) key while pressing another another key (such as the (A)), is sometimes referred to as a *command* in this manual and will cause something to happen (i.e., the cursor jumps to the beginning of the file). See also CONTROL KEYS and ESCAPE MENUS.

COMPOSE TEXT. See ENTER TEXT.

CONNECT FILES. See ADD and LINKED FILES.

CONTENTS OF DISK. See DISK CONTENTS.

CONTROL COMMANDS NOT WORKING. The (CTL) keys will not operate when a menu is showing on the screen. Press (ESC) to remove the menu.

CONTROL KEYS. The (CONTROL) (CTL) key on your computer is used with other keys similar to the way the (SHIFT) key is, but the (CTL) key is much more versatile. For example, it offers various shortcuts—alternate and speedy ways of carrying out some of *Writer's* most often-used word processing functions. Following is a list of all (CTL) key actions. In each case, *hold down* the (CTL) key as you press the other key.

(CTL) + (A).	Goes to beginning of file. **[Shortcut]**
(CTL) + (B).	Goes backward one screen page at a time. **[Shortcut]**
(CTL) + (C).	Changes current color selection. **[Shortcut]** See COLOR and FILTER.
(CTL) + (D).	Opens "inactive" window. **[Shortcut]** See WINDOW.
(CTL) + (E).	Erases word cursor is on. **[Shortcut]** See ERASE.
(CTL) + (F).	Finds successive occurrences of words. **[Shortcut]** See FIND.
(CTL) + (G).	Goes forward one screen page at a time. **[Shortcut]**
(CTL) + (L).	Brings up catalog of files so you can load one from the disk. **[Shortcut]** See LOAD.

CTL + **N**.   Starts a new page for printing.

CTL + **O**.   Switches between insert and overwrite modes. See INSERT MODE and OVERWRITE MODE.

CTL + **P**.   Reveals PRINT submenu. [Shortcut] See PRINT.

CTL + **Q**.   Closes "inactive" window. [Shortcut] See WINDOW.

CTL + **R**.   Repeats current macro command. [Shortcut] See MACRO.

CTL + **S**.   Brings up catalog of files so you can save one to the disk. [Shortcut] See SAVE.

CTL + **T**.   Puts the program in macro-creation mode. See MACRO.

CTL + **V**.   Allows you to view text the way it will be printed. Starts at cursor. [Shortcut] See PRINT VIEW.

CTL + **W**.   Switches cursor from character to word movement.

CTL + **X**.   Puts you in FILTER mode. [Shortcut] See FILTER.

CTL + **Y**.   Resets word to character movement, overwrite to insert mode, Color Marking key to off, and puts you in lower window. (■ **Hint:** This key is especially useful before you begin to create a macro). See MACRO.

CTL + **Z**.   Goes to end of file. [Shortcut]

$\boxed{\text{CTL}}$ + $\boxed{6}$.   "Delay" key. Puts a delay of about 1/2 second at any point you wish in a macro sequence, allowing you to control the speed of the macro's execution.

COPIES, PRINTED. To make up to ten printed copies of a file at a time, choose FORMAT on the PRINT submenu. On the FORMAT screen is an option allowing you to indicate how many copies you want of a particular file. See also **PRINT FORMAT (INSTRUCTIONS)**.

COPY. This function, which works similarly to MOVE, allows you to reproduce an existing word or block of text anywhere in your file or even in a separate file. It works by first copying the marked text to the program's second window (see **WINDOW**) and then copying the text back in, in a new location in the file.

To copy part of a file to the program's second window:

1. Place the cursor at the beginning of the word or block of text you want to copy.

2. Choose COPY on the first $\boxed{\text{ESC}}$ menu.

3. Use the right cursor key to highlight the words or text you want to copy. (The left cursor key erases the highlighting.) Use the down cursor key to highlight entire lines. (The up cursor key erases entire lines of highlighting.) Or, press the $\boxed{\text{S}}$ key to highlight an entire sentence (defined by a period), the $\boxed{\text{P}}$ to highlight an entire paragraph (defined by a $\boxed{\text{RETURN}}$ symbol), the $\boxed{\text{R}}$ to highlight an entire record (see **RECORD MARKERS**), or the $\boxed{\text{C}}$ to highlight everything marked in a color.

(✔ **Note:** Because black, or clear, is a color, pressing Ⓒ with nothing marked in color will cause *all* text to be highlighted).

You may also use any combination of the above-mentioned keypresses to highlight your text, i.e., pressing Ⓟ repeatedly to highlight several paragraphs, then using the right cursor key to highlight a few additional words.

4. When you are through highlighting, press (RETURN). The text will be copied to the second window. (✔ **Note:** The text will remain in the other window as long as you don't load another file into it, use MOVE to move the text back in, or turn the computer off. Moving the text back in with the COPY command will not erase the text in the upper window, and as long as there is text there, you will automatically be offered the IN option).

To copy the same text back into your file in a new location:

1. Whenever you are ready (there's no need to do it immediately) move the cursor to where you want the word or block of text to be copied.

2. Choose COPY again, then IN. The word or block of text will be copied in the new location and still remain in its original position.

See also **MOVE**.

✔ **Note:** Choose OUT when you want to mark and copy a second block of text to the other window before copying the first block of text back in. The next time you choose COPY, the second block of text will be the text that is copied back in.

CORRECT MISTAKES. See EDIT TEXT.

CREATE CHARTS. See PRINT COLUMNS.

CTL. An abbreviation for the (CONTROL) key, a key found on most computers that is used in conjunction with other keys to perform certain actions. See CONTROL KEYS.

CURSOR. The cursor is the means by which you move around *Writer's* screen to accomplish various editing and other word processing tasks. It is controlled by a set of "cursor keys" on the computer keyboard (see CURSOR MOVEMENT). In normal typing mode, called "insert mode," the cursor is displayed on the screen as a small white pyramid, which moves along the bottom line of the screen as you type. The cursor points to where the next character you type will appear, and in insert mode it pushes aside existing text or spaces as you type. Text on *Writer's* screen moves up from the bottom line as you type. The cursor moves along this line only. In "overwrite mode," the cursor appears as a short white bar; in FIND the cursor blinks when it has found the word sought; and, when an (ESC) menu is showing, the cursor appears as the highlighted option. See also FIND, HIGHLIGHTING, INSERT MODE, and OVERWRITE MODE.

CURSOR KEYS. See CURSOR MOVEMENT.

CURSOR MOVEMENT. Your computer has "cursor keys," which are used mainly to move the CURSOR (see entry) along. The left and right cursor keys, showing arrows pointing left and right, move the cursor in the appropriate direction along the bottom line of *Writer's* writing screen. They

do not disturb the characters above them. The up and down cursor keys in *Writer* move the text up and down on the screen. Moving the cursor around or the text to the cursor allows you to add new text, edit text you have already written, or use the various other functions and features of *MasterType's Writer*. See also CURSOR SHORTCUTS.

✔ **Note:** Press CTL + W to move the cursor to the right or left by word rather than by character. To go back to character-by-character movement, press CTL + W again.

CURSOR MOVEMENT BY WORD. If your cursor is jumping ahead a word at a time, it is probably because you pressed CTL + W (perhaps accidentally). Press these same keys again to return to cursor movement by character.

CURSOR POSITION. When you save a file, the position of the cursor is also saved. Thus, when you load that file in the next time, the cursor will appear in the same position you left it.

CURSOR SHORTCUTS. The cursor keys normally move the cursor one step at a time—up, down, or to the sides. You may speed up the cursor movement in the following ways:

1. To move the cursor forward or backward by entire words instead of characters, press CTL + W. Press CTL + W again to switch back.
2. To go to the beginning of the file, press CTL + A.
3. To go to the end of the file, press CTL + Z.
4. To move ahead a screen page at a time, press CTL + G.
5. To go backward a screen page at a time, press CTL + B.

CURSOR WON'T MOVE. You are probably beyond the end of your typing. The cursor will move only where typed characters already exist. You cannot move the cursor past typed text unless you have added blank spaces using the computer's (SPACEBAR) or (RETURN) key. See also FRO-ZEN CURSOR.

CUT AND PASTE TEXT. See MOVE.

D
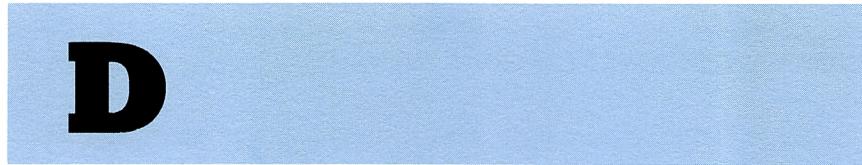
DARK SCREEN. 1. Check that your monitor is turned on and that the cables are all properly connected. **2.** If you are writing and no text is appearing on the screen, you may have accidentally filtered out the color black (clear). This will "hide" all text not color marked. To check, look at the color bar on the far right. If it is half-height, choose FILTER, move the inverted cursor to it, and press the (SPACEBAR). Press (RETURN) to go back to your writing.

DASHED LINE. See RECORD MARKERS.

DASHES. *MasterType's Writer* will allow you to use a maximum of two dashes in a row in your writing. If you try inserting a third dash, a whole line of dashes will appear. These are RECORD MARKERS (see entry). To erase these, put the cursor right after the dashed line and press your computer's (DELETE) key.

DATA DISK. This is any disk, other than the program disk, on which you can store data in the form of files—such as text, font, and macro files.

DEFAULT SETTINGS. These are the settings on the PRINT FORMAT and SETUP screens that *Writer* boots up with. They can be left unchanged, changed temporarily, or changed permanently. For example, though the program boots up in a "default" typeface, you can change this typeface so the program will always boot with another typeface. By resaving the SETUP screen you can control the default macro, font, monitor, drive selection, printer hardware, and other features. On the PRINT FORMAT screen, you can adjust margins, line spacing, and so on.

(ESC) menus, in a sense, also contain default settings. (Unlike those above, however, these default settings can only be changed temporarily.) Whenever a menu option is highlighted, that option is, in effect, the default setting, and pressing the (RETURN) key will automatically execute that option. Use the cursor keys to move the highlighting and thus change the default selection.

See also ESCAPE MENUS, PRINT FORMAT, and SETUP.

DELETE A CHARACTER. Put the cursor right after the one you want to delete and press the (DELETE) key. The (DELETE) key erases the character to the *left* of the cursor.

DELETE A FILE (FROM THE DISK). See FILES.

DELETE KEY. This is the key on your computer that erases text and other characters and closes up spaces as it moves left. See your machine-specific guide for identification of this key if you are unsure.

DELETE TEXT FROM SCREEN. See ERASE or NEW.

DIP SWITCHES. These small switches, found on most modern printers and on many interface devices, control a number of printer features. If you are having difficulty getting your printer to do what you want, even if your printer is listed on the SETUP screen and you have correctly chosen it, check your printer manual to see where the DIP switches are located, how they are set, and which ones affect the feature you are having trouble with. For example, if your printer is printing lines on top of each other, try changing the DIP switch that controls "auto line feed."

DISK CAPACITY. A standard *Writer* data disk holds about 130,000 bytes of text and other information, or about 9 full files. (This varies, however, depending on your disk drive and computer.) But there is no need for you to worry about how full your data disk is becoming while using *Master-Type's Writer.* If you are told, when you try to save a file, that the disk is full, simply insert a new data disk in the drive and continue. *Writer* will initialize (prepare) the new disk, then save the file that is currently in memory. No data will be lost as long as you don't turn off the computer. You may then transfer any additional files you wish to the new data disk using the LOAD and SAVE functions on the first (ESC) menu.

DISK CONTENTS. To determine the file content of a disk, choose LOAD on the first (ESC) menu. The screen will show a list of all the files stored on the disk in the "active" drive. Press (ESC) to return to your writing.

♦ **Shortcut:** Choose LOAD quickly by pressing (CTL) + (L).

DISK DRIVES. See DRIVES for use of two or more disk drives and SINGLE DRIVE, USING A.

DISPLAY A NEW TYPEFACE. See TYPE LOAD.

DISPLAY TEXT ON SCREEN. See LOAD.

DIVIDE A FILE. Here is one way to divide a file that is becoming too long:

1. Move part of it into the second window using the MOVE function. (See MOVE.)
2. Use the Window key to change windows. (See WINDOW.)
3. Save the file in the second window. (See SAVE.)
4. Resave the original file.

DOCUMENT. See FILE.

DOCUMENTATION. All the written material accompanying a piece of computer software. In the case of *MasterType's Writer*, the documentation consists of a small machine-specific guide and this manual.

DOUBLE SCREEN. See WINDOW.

DOUBLE-SPACING. See PRINT FORMAT (MARGINS).

DOWNWARD MOVEMENT. See CURSOR MOVEMENT and CURSOR SHORTCUTS.

DRIVES. This function allows you to set up *MasterType's Writer* to use two disk drives. (✔ **Note:** You can have multiple drives installed, but *Writer* can only work with two drives at once.) To use a two-drive system:

1. Choose DRIVES on the third (ESC) menu.
2. Put the arrow next to the drive you want to load your data

files from, i.e., the second drive, and press (RETURN).

3. If you want *Writer* to always look for a data disk in that drive, then save the SETUP right after you make your drive selection. This will save the new configuration to the program disk. From then on, *Writer* will assume that your data files are always in the second drive.

▶ **Caution!** If you want to load a new typeface, you may have to temporarily switch the drive selection back to 1 (or move your program disk into drive 2), since the typefaces (character sets) are on the program disk. However, you can save any or all of the typefaces onto your data disk, thus making this switch unnecessary. For details, see **TYPE SAVE**.

DUPLICATE A FILE. Load in the file you want to duplicate (see **LOAD**), then save it under another name (see **SAVE**) on the same disk or the same name on another disk. This will give you an exact copy of your original file.

E

EDIT TEXT. *MasterType's Writer* allows you to edit, or change, text in a number of ways. The editing commands and functions include the ability to **ENTER** (insert), **ERASE**, **MOVE** (cut and paste), and **COPY** (duplicate) text, **FIND** and **REPLACE** words or phrases, **SORT** lists or paragraphs, **ADD** (combine) files or **DIVIDE A FILE**, and place text in any desired **PRINT FORMAT**, among other options. There is also an **OVERWRITE MODE**, which allows you to overwrite text you have already written. See capitalized entries for further information.

EMPTY A FILE. See **NEW**.

END. See **END OF FILE** or **QUIT**.

END OF FILE. To arrive quickly at the end of a file, press (CTL) + (Z).

ENTER TEXT. After you've booted up the system (see **START UP** and your machine-specific guide), if you have one disk drive, remove the program disk and insert your data disk in the drive. If you have two drives, leave the program disk in the first drive and put a data disk in the second. Then go to **DRIVES** (see entry) on the third (ESC) menu to set up your system to work properly with two drives.

Now, type your text as you would on an electric typewriter. The cursor (a small white pyramid on the bottom line of the screen) shows you where the next typed character (letter, number, punctuation mark, symbol, or space) will appear.

Entering text with a word processor is different from using a typewriter in a number of important ways. For example, if you start to type a word that does not fit on a line, the program automatically moves that word to the next line (called WORD WRAP). Do not hyphenate a word when it appears at the end of a line on your screen. Do not use (RETURN). (RETURN) will leave the rest of the line blank, as at the end of a paragraph. Just keep on typing.

Also, you can easily make changes in the text you have already written. This is called "editing." Using the cursor keys, you can move all around your file. Pressing the left and right cursor keys will move you left and right. Pressing the up and down cursor keys will move your text up and down on the screen.

To insert text into the middle of a file, use the cursor keys to move to where you want to begin and start typing. To type above the beginning of your file, put the cursor on the first character. (■ **Hint:** Use (CTL) + (A)) and start typing. You'll note that the other characters are pushed aside to make room. You can create blank lines above the existing file (i.e., for a subhead) by inserting (RETURN) symbols before the first character. Move up using the cursor keys and begin typing.

For normal typing, you will probably want to leave the cursor in the form in which it boots up—called the "insert mode." In this mode, text moves aside to make room for new text you enter. However, occasionally you may want to go into "overwrite mode" to type. In this mode, the cursor appears as a short line and you "overwrite" any text on the screen as you

type. To switch back and forth between insert and overwrite mode, press (CTL) + (O).

Finally, be sure to save your text on the data disk using the SAVE function (see **SAVE**).

See also **CURSOR**, **EDIT TEXT**, and the various editing commands and functions described in these two entries.

EQUALS SIGN. Used within the FIND function to signal the computer that you want to replace a word or phrase in the text. For details, see **FIND AND REPLACE**.

ERASE. With this function you can quite easily eliminate anything you have typed, from a single letter to an entire document. Note, however, that ERASE erases text from the screen and from the computer's internal memory *only*; it does *not* erase files saved on your disk. To delete files from your data disk, see **FILES**.

To erase one or several characters (including a (RETURN), (TAB), or page break symbol and empty spaces):

1. Position the cursor just past the character(s) you want to remove. (For (RETURN) symbols, put the cursor on the far left side of the screen on the line directly below.)

2. Strike the computer's (DELETE) key once for each character you want to erase (hold down the key for longer erasures). The cursor automatically moves backwards and wipes out the character. It also closes up the empty space.

To erase a word or a block of text:

1. Place the cursor at the beginning of the word or text you want to remove.

2. Choose ERASE from the first (ESC) menu.

3. Use the right cursor key to highlight the words or text you want to erase. (The left cursor key removes highlighting to the left.) Use the down cursor key to highlight entire lines. (The up cursor key removes entire lines of highlighting.) Or, press the (S) key to highlight an entire sentence (defined by a period), the (P) to highlight an entire paragraph (defined by a (RETURN) symbol), the (R) to highlight an entire record (see **RECORD MARKERS**), the (C) for text marked in a color, or any combination of these keypresses.

4. Press (RETURN) when you have finished marking. The highlighted text will disappear.

To remove a single word quickly:

1. Move the cursor to the word you want to remove and press (CTL) + (E).

2. Hold down (CTL) + (E) to erase additional words.

To clear the screen and wipe out the file currently in memory:

1. Choose NEW from the third (ESC) menu.

2. Type Y when it asks ERASE ALL TEXT?

▶ **Caution!** Once something is erased, it is forgotten by the computer forever. Be sure to save your text to disk before choosing NEW, and always think twice before using ERASE commands.

ERASE A FILE (FROM THE DISK). See FILES.

ERASE A RETURN SYMBOL. Use the (DELETE) key. Position it just past the symbol, on the far left side of the screen on the line below.

ERASE A TYPEFACE. See FILES.

ERASE COLOR MARKING. To remove color marking from a section of text, put the cursor at the end of the section of marking you wish to remove, activate the color marking feature by pressing the Color Marking key, and press the left cursor key. (✔ **Note:** You must be using the same color the text was originally marked in or the color black or clear, on the far right.) Deleting a word or block of text in the usual ways will also erase color marking.

ESC. An abbreviation for the (ESCAPE) key on your computer. This key is usually located in the upper left-hand corner of the keyboard and may actually be called (ESCAPE), (ESC), or use a symbol, such as an arrow pointing left.

Check your machine-specific guide if you are unsure about which key this is on your computer.

ESCAPE MENUS. *MasterType's Writer* allows you to carry out most of its important word processing functions (except for typing, of course) using menus. Computer menus are lists of choices, or options, and in *Writer* one of these options—usually the first—is always highlighted. All you have to do to execute the highlighted function is to press the (RETURN) key. To gain access to these menus, you need only to press your computer's (ESCAPE) (ESC) key, which is why they are referred to as the *ESC menus*.

When you press (ESC), the first set of menu items appear. (SAVE, you will note, is the first option and is in that position because it is the item you should use most often, to be safe.) To choose SAVE, just press (RETURN). To choose any other option on this menu, use the right cursor key to move to it, then press (RETURN).

You will notice that if you go past the PRINT option on this menu, you will reveal a second menu, and if you go past the SORT option on the second menu, you will reveal a third menu. Altogether there are three main menus and twenty main menu options in *MasterType's Writer*, each representing an operation the program is able to carry out. For more information on each of these options, see the program's on-line Help screens (press (?) when the menu option is highlighted) or the boxed entries in this manual.

To move a little quicker through the menu options, you can use the down cursor key. In fact, any cursor movement (see **CURSOR MOVEMENT**) will cycle you through all the options available (in different sequences, though). As soon as your choice is highlighted, press (RETURN). In some cases a sub-menu will appear, or a Yes/No question. Options from submenus are chosen the same way as are options from the main menus—by highlighting, then pressing (RETURN). Yes/No questions are answered by pressing the (Y) or the (N) key (no (RETURN) necessary).

✔ **Note:** You cannot enter or edit text when an (ESC) menu is revealed. To "put away" the menus, press (ESC) again.

◆ **Shortcuts:** Once a particular menu is revealed, you do not need to use the cursor keys or (RETURN) key to choose an option. Just press the first letter of that option—i.e., (S) for SAVE, (L) for LOAD, (P) for PRINT, and so on. *This is true with all submenu options as well as with all main menu options.* In addition, a number of functions can be executed without having

to reveal the menus at all—just by pressing the computer's $\boxed{\text{CONTROL}}$ (CTL) key plus a letter key. For example, $\boxed{\text{CTL}}$ + $\boxed{\text{S}}$ will automatically initiate the SAVE function, $\boxed{\text{CTL}}$ + $\boxed{\text{L}}$ will present the data disk catalog, and so on. For more detail on how to use $\boxed{\text{CTL}}$ keys and a complete listing of them, see CONTROL KEYS.

ESC MENUS. See ESCAPE MENUS.

EXCHANGE TYPEFACES. See TYPE LOAD.

EXIT THE PROGRAM. See QUIT.

F
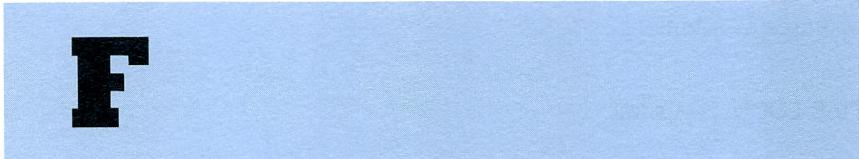
FANCY FONTS. See TYPE.

FILE. The text of every letter, story, report, or document can be stored separately on your data disk in what is known as a *file*. Each file is identified by the name you give it when you first save it. You use the file name to load the file into the computer's memory and display it on the screen whenever you want to work with it or print out its contents. Along with the file are saved **1.** PRINT FORMAT options; **2.** the name of the typeface used; **3.** the name of the macro file in memory at the time; **4.** the cursor location; and **5.** filter settings. See also FILE LENGTH, FILE NAME, FILES, and PRINT FORMAT.

FILE LENGTH. The line across the top of the *Writer* screen is your file length indicator. It is a measure of file capacity. The color (or pattern for b/w) on the indicator shows how much of the file you have used up. Individual file length is determined, in part, by how much text and other data can be loaded into your computer's internal memory at once. This is between 11,000 and 15,000 bytes per window, or 6 to 10 pages of double-spaced typed material.

When the color stretches end-to-end, the file is full. The 'blip' in the line shows you where you are in the file at that moment.

See **LINKED FILES** to link your files together for printing purposes.

■ **Hint:** Avoid filling your file completely. When the color is about an inch from the right-hand edge, start a new file. This will allow room for future changes or additions.

FILE LOCK. See **FILES**.

FILE NAME. Each **FILE** (see entry) is identified by its name. Files are listed in a catalog that can be displayed by choosing the LOAD function on the first (ESC) menu. When you first attempt to save a file, you will be asked to give it a name. (If the disk has not yet been initialized, you will be asked to give the disk a name also. See **INITIALIZE A DISK**.) Your file name can be up to fifteen characters long and must start with a letter. Thereafter, it can be any combination of letters and numbers. You may also use periods to help you separate words (spaces are not permitted), but periods serve another, very important purpose—that of linking related files. To link files so they will print out in sequence, without stopping, put periods after the file name, followed by numbers (i.e., CHAP.1, CHAP.2, etc.). For more details, see **LINKED FILES**.

FILES. This function allows you to delete *Writer* files—text, font, and macro—from your disk or protect them from accidental change or deletion. Font is another name for type and refers to the typefaces (character sets) that come on your program disk. To use this function:

1. Choose FILES on the third (ESC) menu.

2. Choose the type of file you wish to work with—TEXT, FONT, or MACRO. The screen will show a list (catalog) of the files on the disk.

3. Put the arrow next to the name of the file you wish to either delete, lock, or unlock.

4. Choose the operation you wish to perform. DELETE erases the saved file from the disk. LOCK puts a bullet in front of its name and prevents you from erasing or changing that file. To delete or change a locked file, you must first UNLOCK it (the bullet disappears).

5. The screen will now show the revised catalog. Choose another file to delete, lock, or unlock or press (ESC) to return to your writing.

FILE UNLOCK. See FILES.

FILL-IN FORMS. You can create a document with blank spaces into which information can be inserted later:

1. Design your form using the computer's Underlining key (see your machine-specific guide) to generate the blank spaces. Save the form as a

separate file.

2. Later, when you wish to use it, load your file onto the screen. (See LOAD.)

3. Open the second window. (See WINDOW.)

4. Copy the text into the second window (see COPY), then move into second window using the Window key.

5. Fill in the blanks (underlines) in your working window. Note that when the computer sees underlines it automatically goes into OVERSTRIKE MODE (see entry) and does not push any text aside. Print from this window. (See PRINT.)

FILTER. This function allows you to "hide" portions of text that you have marked in a color and reveal that same text later, as needed:

1. Choose FILTER on the second (ESC) menu. You will see an inverted cursor over the first color.

2. Use the cursor keys to choose the color you want to filter out (temporarily hide).

3. Press the (SPACEBAR). The text marked in that color will disappear.

4. If you press (RETURN) or (ESC), you will be returned to your writing with the marked text filtered out. If instead you press the (SPACEBAR) again, the marked text will reappear.

You can filter out as many colors as you wish at any time. If you filter out the color black, or clear (far right), you will hide all text *not* marked. Thus, if you want to have only your color-marked text appear on the screen and hide the rest, filter out black.

Text that you filter out is *not lost.* It is still in the file and is saved with the file. However, it is not printed out with the file and cannot be moved, copied, or erased. (See COPY, ERASE, and MOVE.) To retrieve the filtered text:

1. Choose FILTER from the second (ESC) menu.

2. Use the cursor keys to move to the color you filtered out.

3. Press the (SPACEBAR). The missing text will reappear in the correct place.

◆ **Shortcuts:** Press (CTL) + (X) to quickly select a color to FILTER. Press (CTL) + (C) to change colors for marking.

■ **Hints:** The FILTER function is very handy for creating outlines that you can build text around, then filter out; for including references (i.e., bibliographical) in your text, to critique your (or someone else's) writing, for marking questionable words (i.e., possibly misspelled words), and for making notes to yourself as you write.

FIND. This function allows you to search for and find any word or phrase in a file.

1. Place the cursor at the beginning of the file (■ **Hint:** Press (CTL) + (A)) or wherever you want the search to start from. The search begins from the cursor location and works downward.

2. Choose FIND on the first (ESC) menu.

3. Type in the word(s) you are seeking. (✔ **Note:** The computer will find the word(s) even if your capitalization is not the same as in the text. In other words, FIND is *not* case-sensitive.)

4. Press (RETURN). The text will appear on the screen with a flashing cursor pointing to the first occurrence of the word(s). To get rid of the flashing cursor, press any key.

5. To continue searching for the same word(s), hold down the (CTL) key while pressing the (F) key. Repeat as often as you like.

If you want to find a new word:

1. Choose FIND as above. You will see the last word you sought. Ignore it and type in the new word, which will wipe out and replace the old one.

2. Proceed as above.

If you are returned to the writing screen without any flashing cursor, it is because the word you seek does not exist in that file.

▶ **Caution!** If you are looking for a short word that is often part of other words (such as "I," "the," "and," "or," "on," etc.), the computer will find it within longer words (*I* in r*i*ght, *the* in *the*re, *and* in s*and*, etc.). To avoid this, put a space before and after the short word you want to find.

■ **Hint:** Mark with three asterisks (***) a place in a file you want to come back to later; then use FIND and *** to get back to it.

FIND AND REPLACE. This function allows you to find any word or phrase in a file and replace it with another word or phrase.

1. Choose FIND on the first (ESC) menu.

2. Type in the word you want to find and replace.

3. Press the $\boxed{=}$ (equals) key.

4. Type in the word or phrase you want to substitute for the original and press $\boxed{\text{RETURN}}$. The program will then show you the first occurrence of that word in the file and ask whether you wish to replace it.

5. Press either $\boxed{Y}$ for Yes or $\boxed{N}$ for No. The program will then move to the next occurrence of that word in the file. You may also choose to have the program replace your word or phrase everywhere it appears in the file by pressing $\boxed{A}$ for All. If you don't choose All the first time it is offered to you, however, it will replace text only from the cursor position to the end of the file.

✔ **Note:** When the words you type in for FIND and REPLACE contain no capitalized letters, but the original text *does* contain a capital letter, the program will assume that you want it to follow the capitalization in the original text. If the words you typed in for either FIND or REPLACE contain capitalized letters, the program will replace the original text with whatever you have typed in REPLACE. This is to allow for those situations in which a word may appear in many places in your text, sometimes capitalized, other times lower-cased (i.e., "the").

All you really need to remember is that if you wish to have a particular word be replaced by a capitalized word throughout the text, make sure the word you type for REPLACE is capitalized. If you wish to have the capitalization the same as in the original text, use all lower-cased letters when you type in your words for FIND and REPLACE.

FIND FOUL-UP. FIND will search for words that are *past* the cursor position only. (FIND AND REPLACE, on the other hand, begins at the beginning of a file.) If you wish to search your entire file, be sure the cursor is at the beginning of it. (■ **Hint:** To get it there in a hurry, press (CTL) + (A).)

FONT. Another name for type or typeface. Used in the FILES menu instead of TYPE because the initial letter T was already taken (by TEXT). If two words beginning with the letter T were used, the initial-letter shortcut described in ESCAPE MENUS could not have been employed here. See ESCAPE MENUS and TYPE.

FONT DELETE. To erase a particular font, or character set, from the disk, use the FILES function on the third (ESC) menu. See FILES.

▶ **Caution!** You should use this option only to erase font files that you have copied onto a spare disk.

FONT LOCK. This FILES function allows you to protect any font, or style of type, from erasure or change. See FILES.

FONT LOST. Any typeface other than the "default" typeface—the one the program loads with—must be saved on a data disk if you want a particular file to always be displayed in it. When you save a file, you save the name of the typeface you were using, but if the character set itself isn't on the data disk, *MasterType's Writer* can't load it. To put the typeface on your data disk, use the TYPE SAVE option on the TYPE submenu. See also TYPE SAVE.

FONT UNLOCK. To make a change or erase a font that has been locked, you must first unlock it using the FILES function on the third (ESC) menu. See FILES.

FORMAT A DISK. See INITIALIZE A DISK.

FORMAT TEXT. See PRINT FORMAT.

FORMS. See FILL-IN FORMS.

FROZEN CURSOR. If you cannot advance or move the cursor back with a cursor key, it may be because: **1.** the cursor is at the end of the text. To move the cursor along the line, use the (SPACEBAR). To move it down, put in (RETURN) symbols. **2.** the cursor is at the beginning of the text. To get above that point, press the (RETURN) key for every blank line you want to add before the existing text. **3.** a menu is on the screen. Press (ESC) to remove it. **4.** Your file is full. See also CAN'T TYPE and FILE LENGTH.

FROZEN SCREEN. If you have text or a menu on the screen that you are unable to change or move, check that your peripheral devices—such as your printer and disk drive—are turned on and properly connected, and also that your printer hardware settings, shown in SETUP, are correct. On some computers, you can press (CTL) + (RESET) to return the screen to normal without losing text. On others, reconnecting the peripheral device or turning it on will cure the problem. See also SETUP.

FROZEN WINDOW. You cannot close the "active" window—the window you are typing in. Switch windows using the Window key.

G

GET TEXT. See LOAD.

GLOBAL SEARCH. See FIND AND REPLACE.

GO BACKWARDS IN FILE. 1. To move backwards through a file, use the left or up cursor key. **2.** To move backwards a screen page at a time, press (CTL) + (B). **3.** To go back to the beginning of the file, press (CTL) + (A).

GO FORWARDS IN FILE. 1. To move forwards through a file, use the right or down cursor key. **2.** To move forwards a screen page at a time, use (CTL) + (G). **3.** To get to the end of a file, press (CTL) + (Z).

GUARD FILES. See FILES.

H

HALF-SCREEN. See WINDOW.

HARD COPY. Printouts on paper. To get hard copy, go to SETUP on the third (ESC) menu to tell the program what printer you are using, choose the PRINT function on the first (ESC) menu, then choose BEGIN on the submenu. Make sure your printer is turned on. See also PRINT, PRINTER SETUP, and SETUP.

HEADINGS. Chapter headings, or running heads, can be added to your reports by utilizing the option on the PRINT FORMAT screen. See PRINT FORMAT (PAGE HEADER).

HELP. This (ESC) menu function contains a list of special keys *MasterType's Writer* uses to carry out some of its unique operations. On the screen that appears when you choose HELP, for example, you are told what specific keys on your computer are used for switching windows, turning on color marking, and creating macros. In addition, (CTL) keys that serve a unique purpose are listed, i.e., (CTL) + (A) goes to beginning of file, (CTL) + (N) starts a new printed page, and so on.

HELP SCREENS. These provide help related to the various options on the three (ESC) menus (see ESCAPE MENUS). To "call up" these screens, press (ESC), use the cursor keys to move the highlighting to the function you want to learn more about, and press the (?) key (no (SHIFT) necessary). Some basic information and helpful hints will appear on the screen.

HIGHLIGHTING. This term refers to the program's way of 1. showing you

defaulted options (see **DEFAULT SETTINGS**) on *Writer's* (ESC) menus and submenus, and **2.** marking text to be moved, copied, or erased. Highlighted text or menu options appear as inversing on some computers, coloring of the text in a contrasting color on other computers.

You can move from menu option to menu option and mark text for moving, copying, or erasing by using your computer's cursor keys.
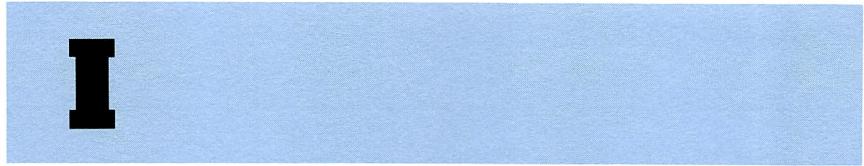
I

INDENT TEXT. See **PRINT FORMAT (MARGINS)** and **TAB**.

INITIALIZE A DISK. This feature prepares a new disk (see **DATA DISK**) to store your files. *Writer* will automatically initialize, also called format, a disk the first time you use the SAVE function to save a file on the disk. You can also use a disk already initialized if it has the correct DOS on it. See your machine-specific guide and **SAVE**.

▶ **Caution!** Initializing a disk erases everything already on the disk, so be sure to use a blank disk or a disk you don't need anymore for any other purpose.

INPUT. A general term for whatever you type on the computer keyboard. See **MEMORY** for information about how input is saved.

INSERT MODE. *Writer* normally boots up in this "mode," which allows you

to insert (add) characters wherever the cursor is. The rest of the text automatically moves over to make room. If you wish to overwrite old text, you can change to the **OVERWRITE MODE** (see entry) by pressing (CTL) + (O). You can tell which mode you are in by the shape of the cursor. In normal, or insert mode, the cursor is a pyramid. In overwrite mode, it is a short bar. To return to insert from overwrite mode, press (CTL) + (O) again.

INSERT TEXT. See **ENTER TEXT** or **INSERT MODE**.

INSTANT ERASE. Press (CTL) + (E) to erase single words. Put the cursor on the word to be erased. Choose NEW from the third (ESC) menu to quickly erase an entire file from the screen and from memory.

ITALICS. See **PRINTER SETUP** and **PRINT FORMAT (COLORS)**.

J

JAGGED LINES ON PRINTED PAGE. If your printed text does not continue to the end of your margins, you might not be taking advantage of *Writer's* **WORD WRAP** feature (see entry) and are using the (RETURN) key to end your screen lines. Put a (RETURN) symbol only when you *want* to break a line, such as at the end of paragraphs. Otherwise, let the program work out the line breaks for you.

JOIN TWO FILES. See ADD for combining files or LINKED FILES for having files print in succession.

JUMP TO BEGINNING OF FILE. Use (CTL) + (A) to go quickly to the beginning of a file.

JUMP TO END OF FILE. Use (CTL) + (Z) to go quickly to the end of a file.

K

KEYBOARD LOCKED. See CAN'T TYPE and FROZEN SCREEN.

KEYSTROKES, SAVED. See MACRO.

L

LINKED FILES. If you are writing a document that is too long to fit in one file, you may want to link your files together so they will print out without interruption, in proper sequence, and with automatic page numbering. You

can make this happen by simply naming your files (or renaming them if you've already named them; see **RENAME A FILE**) in the following manner:

1. Type in a letter or phrase.
2. Type in a period.
3. Type in the number 1 for the first file.

An example would be CHAP.1 (for Chapter 1).

The second file should be named CHAP.2, the third file CHAP.3, and so on. When you go to print (or view) any CHAP file, *Writer* will ask you if want to print all CHAP files. If you say ⒴ for Yes, *Writer* will use the FORMAT selections saved with the first file (except for PAGE HEADER) for all the linked files and will print the files out one after another. If you say ⓝ for No, *Writer* will print out only that one file and will use the FORMAT selections saved with that particular file. See also **PRINT FORMAT**.

■ **Hint:** You can link as many files as you can fit on a data disk. If you are linking more than nine files, use decimals such as .01, .02, etc., in the name. Note that the number .015 will fall between .01 and .02.

LIST FILES. To see a list of all your text files, choose LOAD from the first ⎡ESC⎤ menu. See **LOAD**.

LOAD. This function allows you to put into memory and display on the screen any files that have previously been saved on your disk:

1. Choose LOAD from the first ⎡ESC⎤ menu.
2. Put the arrow next to the name of the file you want to work

with and press (RETURN). The text will be displayed on the screen.

▶ **Caution!** Whenever you load a new file, you erase anything that is currently in memory or on the screen. Pressing (ESC) when the list of files is displayed will cancel this action. If you want to load a second file without losing the first, see **ADD**.

◆ **Shortcut:** You can also choose LOAD by pressing (CTL) + (L).

■ **Hint:** You can load a separate file into each window. See **WINDOW**.

LOCATE A WORD. See **FIND**.

LOCK. This function protects a text, font, or macro file so that it cannot be changed or erased. See **FILES**.

LOST PRINT FORMAT SETTINGS. Whenever you save a file, you save the FORMAT settings currently in memory. If you lost your settings but know that you changed them, you probably neglected to resave the file after you made the changes. If you don't resave the file, the changes you make are only temporary.

LOST TEXT. 1. Loading a new file into memory erases the old file from memory and from the computer screen. If you saved your old file before you loaded the new one, your text will still be on the disk and can be retrieved by reloading it. If you want to load a new file onto the screen

but not lose what is already there, see ADD. **2.** You might have accidentally filtered out the color black (clear). See DARK SCREEN.

M

MACRO. This function on the second (ESC) menu allows you to save, load, view, and erase (with NEW) macro "commands" you have created (see **MACROS, HOW TO CREATE AND USE**). A macro command consists of a series of pre-saved keystrokes that can be repeated with the press of a single key—the Macro key. (Your computer's Macro key is identified in your machine-specific guide and on the HELP help screen.) Whenever you must type in exactly the same thing over and over again, such as a lengthy book title or a repetitive word or phrase in a contract, you can save yourself a great deal of typing time by creating a macro command. (■ **Hint:** Macro commands can be used to repeat actions as well as words. For example, you could create a macro that would filter out a color of text with just one keystroke.)

Macro commands are saved in files, similar to the way text is. Each file can hold up to twenty separate macro commands— the total number depends on how long each macro is. (Macro commands longer than a line will show a [+] sign at the end of the line, to indicate that there is more to the command.)

To save a macro file, choose MACRO from the second (ESC) menu. Then choose SAVE from the submenu and give your macro file a name.

Choosing VIEW on the MACRO submenu right after booting up will show you the contents of the "default" macro file. This will be the macro file you had in memory when you last saved the setup (see SETUP). (Loading in a file will load in the macro file you had in memory when you last saved that file.) Individual macro commands will be numbered 1 through 20.

At this point you might want to erase one or all of the commands in the macro file. Choosing NEW on the MACRO submenu will allow you to erase all of the macro commands in the file at once. You can also erase commands individually by putting the arrow next to the command and pressing your computer's (DELETE) key. If you don't erase the default macros, these will be saved along with your new macros when you save the macro file.

VIEW also allows you to change the current macro command. Use the up and down cursor keys to select the macro command you want to use and press (RETURN).

You can delete macro files from the disk or protect them from erasure using the FILES function on the third (ESC) menu. See FILES.

■ **Hint:** Here's how to make your macros load automatically with a text file:

1. Load your text file into memory.
2. Create the macros you want to save with that text file.

3. Save your macros using SAVE on the MACRO submenu (see above).

4. Resave your text file.

The next time you load your text file, your macro file will load automatically with it.

To make an existing macro file load automatically with an existing text file, follow the same basic procedure. Load the text file, then load the macro file, then resave the text file.

You can load a macro file saved earlier by choosing MACRO, then LOAD on the submenu. Put the arrow next to the name of the macro file you want and press (RETURN).

MACRO DELETE. 1. To remove a particular macro file from the disk, use the FILES function on the third (ESC) menu. See FILES. **2.** To remove a macro from memory, see MACRO.

MACRO KEY. This is the key on your computer that allows you to execute the current macro command. See your machine-specific guide or the HELP help screen to identify the correct key on your computer. See also MACRO and MACROS, HOW TO CREATE AND USE.

MACRO LOCK. This function allows you to protect any macro file from being erased. Use the FILES function on the third (ESC) menu. See FILES.

MACROS, HOW TO CREATE AND USE. *To "teach" the computer a new macro command:*

1. Press (CTL) + (T). You'll notice the line moving at the top of the screen.

2. Type in your text and any actions you want to include in your macro (i.e., (RETURN), (ESC), etc.).

3. Press the Macro key when you've finished ((CTL) + (T) again to cancel). See your machine-specific guide or the HELP help screen to identify this key.

To execute your macro command, merely press the Macro key wherever you want it to function in your file.

You can create up to twenty macro commands per file. A macro file is saved on a disk using the SAVE function on the MACRO submenu. Each command within the file is assigned a number by the program. You can view the commands within a file and their numbers by choosing VIEW on the MACRO submenu or pressing SHIFT + the Macro key.

To change the current macro command (the one that is executed by pressing the Macro key), choose VIEW on the MACRO submenu or press (SHIFT) + the Macro key. Put the arrow next to the command you wish to use and press (RETURN). Alternately, press ESC + the number assigned to the desired macro command. For numbers 11 to 20, hold down the (SHIFT) key while typing in the number (1) for macro command number 11, (2) for number 12, and so on. Use (SHIFT) + (0) for macro command number 20.

You cannot edit macro commands, but if you already have twenty, you can delete one and replace it with a new one.

To delete a macro command:

1. Press (SHIFT) + the Macro key.

2. Put the arrow next to the name of the macro command you want to delete.

3. Press your computer's (DELETE) key.

Now return to your file and follow the regular procedure for creating a new macro command.

✔ **Note:** The macro file that was in memory when you last saved the SETUP will always boot up with the program and be available for use without your having to load the file. This is very useful for keeping a group of macros handy that you use frequently. However, if you are always creating new macros and don't want the program to load with any, clear the macro file out with NEW from the MACRO submenu and then save the SETUP.

■ **Hint:** If you want your macro command to keep repeating itself automatically, press (CTL) + (R). Press any key to stop it. See also FILES and MACRO.

MACRO UNLOCK. This feature allows you to unlock any macro files that you have locked. Use the FILES function on the third (ESC) menu. See FILES.

MAKE CHANGES. See EDIT TEXT.

MARGINS. See PITCH, PRINT FORMAT (MARGINS), and TAB.

MARK TEXT. See COLOR MARKING (in relation to using the FILTER function) and HIGHLIGHTING (in relation to using COPY, ERASE, or MOVE).

MEMORY. A computer has two basic kinds of memory—internal and external. When you load in a file, you are loading it into the computer's internal memory circuits (RAM chips) from an external memory source

(i.e., a floppy disk with stored files on it). You can tell that a file is in memory if it is displayed on the screen. After you erase or delete text in memory, you can no longer save it on your disk, so be careful. Use *Writer's* (ESC) menu function SAVE to copy information that is in internal memory onto your disk, for permanent storage. Use LOAD to copy back into the computer's memory a file that has been saved. (Your stored file remains intact during this process and will not be affected by any editing you do unless you resave the file under the same name.) The (ESC) menu function ERASE deletes data from memory only, but if you resave the file after you erase a portion of it, you will make your erasure permanent. The (ESC) menu function FILES deletes your stored files—text, font, and macro— from the disk. See also ERASE, FILES, LOAD, RESAVE A FILE, and SAVE.

MEMORY, OUT OF. This means that your file is full. If it is too full to save all the text displayed, you can move some into the other window and start a new file from there. If you wish, you can link your files for the purposes of printing. See FILE LENGTH and LINKED FILES.

MENU. Just as the menu in a restaurant lists all the foods you can order, so a computer menu lists all the commands and functions the computer can execute. To see *Writer's* menus, press the (ESC) key and use the cursor keys to move among the options (see ESCAPE MENUS). Once you have reached the option you want (it should be highlighted), press the (RETURN) key to begin execution of the chosen operation. Sometimes, a submenu will appear, and you will need to make additional choices. Submenu options are chosen the same way as main menu options—highlighting, then pressing (RETURN).

♦ **Shortcut:** Here is another way to choose any option on a *Writer* menu or submenu:

1. Press (ESC), then use the up or down cursor keys to move to the line on which the option appears. (This is for main menu options; submenu options appear after you choose a main menu option.)

2. Press the initial letter of that menu or submenu option (i.e., (S) for SAVE, (L) for LOAD, (M) for MACRO). You don't need to press the (RETURN) key if you use this method. See also CONTROL KEYS.

MONOCHROME MONITOR. See SETUP.

MOVE. This function, which works similarly to COPY, allows you to move a word or block of text from one place to another.

1. Place the cursor at the beginning of the word or block of text you want to move.

2. Choose MOVE on the first (ESC) menu.

3. Use the right cursor key to highlight the words or text you want to move. (The left cursor key erases the highlighting.) Use the down cursor key to highlight entire lines. (The up cursor key erases entire lines of highlighting.) Or, press the (S) key to highlight an entire sentence (defined by a period), the (P) to highlight an entire paragraph (defined by a (RETURN) symbol), the (R) to highlight an entire record (see RECORD MARKERS), the (C) to highlight color-marked text, or any combination of these keypresses.

4. When your text is properly marked, press (RETURN). The highlighted word or block of text will disappear. (It has actually been moved to the second window. See WINDOW.)

5. Whenever you are ready—you don't need to do it imme-

diately—move the cursor to where you want the word or block of text to reappear and choose MOVE again. The IN option will move that word or block of text back in at the new spot.

See also COPY.

✔ **Note:** Choose OUT when you want to mark and move out a second block of text before moving the first back in. The next time you choose MOVE, the second block of text will be moved back in. To move the first block back in, go to the other window, choose MOVE, mark the text, and then press (RETURN). Make sure that your cursor in the first window is where you want the moved text to appear.

MULTIPLE FILES. See LINKED FILES.

N

NAME A FILE. See FILE NAME.

NEW. This function on the third (ESC) menu allows you to clear out an entire file from memory (see MEMORY) and erase what-

ever is on the screen. You usually use this function whenever you want to start something "new." Always think about whether you want to save your file to disk before going to this option. To use, choose NEW and answer the query ERASE ALL TEXT? with a ⓨ for Yes or an Ⓝ for No. See also ERASE.

NUMBER PAGES. See PRINT FORMAT (PAGE NUMBERING).

O

OPEN A FILE. See ENTER TEXT to begin a new file or LOAD to open an old file.

OPEN A WINDOW. Press ⓒTL + Ⓓ, then use the up or down cursor key to adjust window size. See also WINDOW.

ORDER TEXT. See SORT.

OUT OF ROOM IN FILE. See CAN'T TYPE or FILE LENGTH.

OVERWRITE MODE. In this typing mode, each character you type "overwrites" any character that is above the cursor. *Writer* boots up in INSERT MODE (see entry). In this mode, it pushes other characters aside as you

type. You can switch into overwrite mode at any time by pressing (CTL) + (O) and then switch back again by pressing the same key combination. You will know you are in overwrite mode by the shape of the cursor, which, in this mode, appears as a short bar instead of a pyramid.

OVERWRITE TEXT. See OVERWRITE MODE.

P

PAGE BREAKS. *MasterType's Writer* will automatically insert page breaks for you. To see how your pages will break when printed out, use VIEW on the PRINT submenu. To change the page breaks, type (CTL) + (N) (a symbol will appear on the screen) wherever you wish your printed page to end. See also PRINT VIEW.

PAGE COUNT. To see how many pages your file will total when printed, choose PRINT on the first (ESC) menu, then VIEW on the submenu. (If page numbers do not appear on your pages, you have probably turned off that feature on the FORMAT screen. (See PRINT FORMAT—PAGE NUMBER-ING.) Or, go to the end of your file using (CTL) + (Z), then press (CTL) + (V). This will bring you directly to the last page of your file in VIEW.

PAGE LENGTH. See PRINT FORMAT (PAPER).

PAGE NUMBERING. See PRINT FORMAT (PAGE NUMBERING).

PAPER, CONTINUOUS FEED. See PRINT FORMAT (PAPER).

PAPER LENGTH. See PRINT FORMAT (PAPER).

PAPER, SINGLE SHEETS. See PRINT FORMAT (PAPER).

PARAGRAPH ENDING. To end a paragraph, press (RETURN) after the last punctuation mark. The (RETURN) symbol (a triangle pointing left) will appear, and the cursor will skip down to the beginning of the next line. Press (RETURN) again if you want to skip a line before the new paragraph.

✔ **Note:** You can turn off the display of the (RETURN) symbol. See SETUP.

PARAGRAPH INDENT. See PRINT FORMAT (MARGINS) and TAB.

PARTIAL PRINT OF FILE. See PRINT FORMAT (INSTRUCTIONS).

PITCH. This term refers to the size of type your printer produces. Most printers feature Pica type, which is 10 characters per inch, or up to 85 characters on a standard line. Elite is 12 characters per inch, or up to 102 characters per line. If you want margins of an inch on each side of your paper, for a Pica printer set your PRINT FORMAT margins (NORMAL) to 10 and 75, and for an Elite printer, set margins to 12 and 90. Normally, a printer will print 6 lines per inch, or 66 lines per page on an 11-inch long piece of paper. Thus, a one-inch margin at top and bottom would require settings of 6 and 60. See also DIP SWITCHES and SETUP STRING.

POWER FAILURE. An interruption or outage of electricity, no matter how brief, may erase everything from the screen as well as from the computer's memory. (It should not, however, affect material already stored on the data

disk unless the drive was running at the time of the outage.) Therefore, it is wise to store material from time to time, and to make backups of your data disk, thus minimizing your loss should a power interruption occur.

PREPARE BLANK DISK. You needn't do anything to prepare a blank disk for use as a data disk with *MasterType's Writer.* The program initializes (formats) the disk for you the first time you save a file on it. Just follow screen instructions to type in a name for the disk, then type in a name for your file. You may also use a previously initialized disk.

PREVENT ACCIDENTAL ERASURE. See FILES.

PREVIEW TEXT BEFORE PRINTING. See PRINT VIEW.

PREVIOUS PAGE. To see the previous screen page of text, use (CTL) + (B).

PRINT. This function allows you to view what your printed text will look like (VIEW), change margins and other page-formatting options (FORMAT), and obtain a printout (also called hard copy) of material that you have typed (BEGIN). To obtain a fast printout:

1. Be sure that your printer is connected to the computer, that the printer is turned on, that there is paper in the printer, and that the SELECT switch is on.

2. Make sure that your program is "set up" to work with your printer. Choose SETUP on the third (ESC) menu and cycle through the printers (and interface cards, if your version has

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these) listed until you find yours. If yours is not listed, choose OTHER.

    3. Choose PRINT from the first (ESC) menu.

    4. Choose BEGIN from the submenu.

    When you choose BEGIN, you use whatever FORMAT settings are currently displayed on the FORMAT screen. You can change these temporarily by going to the FORMAT screen and using the (<) or (>) key. If you save your file after you change the settings, the new ones will be saved on the disk along with the file. See also PITCH, PRINTER SETUP, PRINT FORMAT, PRINT VIEW, SETUP, and TAB.

◆ **Shortcut:** You can also choose the PRINT command by pressing (CTL) + (P).

PRINT COLUMNS. This feature allows you to print text in up to four columns on your printer. Set up your text in the following way:

    1. Use the NORMAL margin format for the items in the leftmost column.

    2. Start entries in the next column with two (TAB)s (press the (TAB) key twice). (✔ **Note:** You cannot use the single (TAB) for the creation of columns.)

    3. Start entries in the third column with three (TAB)s.

    4. Start entries in the fourth column with four (TAB)s. Your screen should look something like this:

```
PROTEIN▶▶FAT▶▶▶SUGAR▶▶▶▶STARCH
meat▶▶oil▶▶▶candy▶▶▶▶bread
fish▶▶butter▶▶▶cake▶▶▶▶pasta
milk▶▶cream▶▶▶cookies▶▶▶▶potatoes
```

Your (TAB) settings on the PRINT FORMAT screen should be something like: NORMAL, 5 and 13; two (TAB)s, 15 and 28; three (TAB)s, 30 and 43; four (TAB)s, 45 and 58. (✔ **Note:** Your columns do not have to line up on your writing screen. The (TAB)s are instructions to the printer.)

5. Check the format by using the VIEW function on the PRINT submenu. (See **PRINT VIEW**.) If the columns are not well spaced for your purposes, go to PRINT FORMAT and adjust the (TAB) settings. See also **PRINT FORMAT** and **TAB**.

PRINTER FOUL-UP. If your printer doesn't print, check that: **1.** all cables are properly connected and fit snugly; **2.** the printer is turned on and the SELECT or READY light is on; **3.** your paper is properly inserted and you haven't by mistake chosen SINGLE SHEETS on the PRINT FORMAT screen, which will cause the printer to stop; **4.** the right printer name and/or interface card (or OTHER) and slot number is displayed on the SETUP screen. **5.** the START FROM PAGE # on the FORMAT screen doesn't have a page number inserted there that is higher than what you are trying to print.

If your lines are wrapping in an odd fashion onto the line below, check your margin settings and remember that your printer may only be able to print 80 columns.

If you are not getting the special features, such as boldface and italics, you may have to choose OTHER for TYPE on the SETUP screen and enter the codes for these features manually (see **PRINTER SETUP**).

If your lines are printing over themselves or you are getting too many spaces between lines, you need to change the AUTO LINE FEED setting.

See also **PRINT FORMAT** and **SETUP**.

PRINTER SETUP. *MasterType's Writer* can be made to work perfectly with almost any printer just by selecting the proper printer hardware and (with some computers) slot selection on the SETUP screen (see SETUP). Configurations are already set for many printers. Just cycle through the options until you come to the listing for your printer. Also, if there is a card option, select the brand of interface card you are using. If your printer and/or interface card are listed, your printer should print out with all the special features you have allowed for in your text and on the PRINT FORMAT screen (i.e., boldface, italics, etc.). If your printer and/or interface card is not included, choose one you know it is compatible with or OTHER.

If you move further down the screen using the down cursor key, you will see a place for you to enter ASCII CODES, with the words SETUP STRING directly below. Although your text will print out fine without entering any codes here at all (the printer has a "default" typeface), if you wish to have a different printed type style, this is where you can enter the code for it. You will find this code in the manual that came with your printer. An example of a SETUP STRING would be the code for correspondence-quality type or a special typeface the printer is capable of producing. The codes for special features such as boldfacing and underlining are already included if your printer is listed, but if you choose OTHER, you will be able to scroll still further down and will see a place for you to enter the codes for them. These codes can also be found in the manual that came with your printer.

Most printer codes start with an escape code in the first column (decimal number 155). Then come the decimal numbers (the ASCII values) your printer uses for its special features. Always enter the code numbers for both on and off, and use the SPECIAL listing for features other than those mentioned—such as for subscripts or superscripts. When you have fin-

ished entering these codes, you should save the SETUP so that your program will always load with them.

See also DIP SWITCHES.

PRINT FORMAT. This PRINT submenu function allows you to control the appearance, or format, of the printed page.

To make changes on the FORMAT screen:

1. Choose PRINT from the first (ESC) menu.

2. Choose FORMAT from the submenu. The screen will now display the various options.

3. Use the up or down cursor key to scroll to the line containing the option you want to change, then the right or left cursor key to move to that option.

4. Use the (<) (less than) and (>) (greater than) keys to change the values to suit your needs. (Using (SHIFT) is not necessary here.)

✔ **Note:** Whenever you save the SETUP (see entry), you save the settings that currently appear on the PRINT FORMAT screen (the default settings) onto the *program* disk. This means that the program will always load with these settings (that is, until you resave the SETUP with new values). When you save a file on your data disk, however, the settings in memory at the time will be saved with the file on your data disk, so be sure to save (or resave) your file *after* you make your format selections.

Here, now, is a summary of all the options available on the FORMAT screen:

MARGINS: These settings control the right and left margins

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and the spacing between printed lines. The top line (NORMAL) shows the margin and line spacing you will get if you insert no (TAB) symbols—just type and then print out. The second line shows the special format you will get when you insert two (TAB)s (press the (TAB) key twice) before you begin to type (the special setting is ended by a (RETURN) symbol); the third line shows the format you will get when you insert three (TAB)s; and the fourth line shows the format you will get when you insert four (TAB)s. Of course, you can change any of these settings with the (<) and (>) keys. You can have single-, double-, or triple-spacing between lines.

The next line shows that inserting a single (TAB) symbol before your text will indent your paragraph five spaces (or however many spaces you want). You can insert a (TAB) anywhere in your text. To center a line of text, insert five (TAB) symbols. (Note that this feature cannot be changed.) A (RETURN) ends the centering. The final two margin settings show how many lines from the top of the paper the printer will start and end. See also **PRINT COLUMNS**.

COLORS: This is where you can choose the hard-copy appearance of text that is underlined in color on the screen. Assuming your printer is capable of these features, text can be printed out normal (no special way), bold, special (which is different for different printers), or underlined. (The identifying lines under the color names appear as patterns if your program has been set up—see **SETUP**—for a b/w screen.)

✔ Note: *Any* color (or pattern) can be used to generate *any* of these special printer features—again, as long as your printer has the capability. Be sure you have chosen the correct printer

on the SETUP screen before you proceed. If your printer is not listed, you should use the setting OTHER and enter the special printer codes to get these features. See also **PRINTER SETUP** and **SETUP**.

PAGE NUMBERING: LOCATION allows you to choose whether the page numbers, which are entered automatically, appear at the upper right corner (TOP) of your page, bottom center (BOTTOM), or do not appear at all (NONE). If you choose 0 for START AT, the first page will have no number, the next page will be numbered 1, and so on. If you choose any other number for START AT, the first page will appear with that number. *MasterType's Writer* can number up to 250 pages.

PAPER: If you use single sheets of paper, choose YES for SINGLE SHEETS. The printer will stop at the end of each page. For a continuous feed pack of computer paper, choose NO. A standard 8-1/2 x 11-inch sheet of typing paper is 66 lines long. Setting the top and bottom margins at 6 and 60 creates a 1-inch margin at the top and bottom.

INSTRUCTIONS: NUMBER OF COPIES allows you to instruct the printer as to the number of copies (up to 10) you want to print. PRINT FROM PAGE # allows you to print (or view) a partial document by entering the page number from which you want to start.

PAGE HEADER: This feature allows you enter a heading that will appear on each printed page of the file. First decide on the number of spaces from the left margin you want the heading

to appear. Then type in the heading (up to 20 characters) on the line below the START POSITION.

- **Hint:** Are your margins stuck and you can't change them? *MasterType's Writer* won't let your left margin be larger than your right margin or your PRINT FROM PAGE # be less than your START AT page number.

PRINT FORMAT FOUL-UP. 1. Your format will be lost when you reboot unless you resave the file after you have put in your format selections. **2.** If your printing (or viewing) is beginning in the middle or on the wrong page, check the PRINT FROM PAGE # setting on the PRINT FORMAT screen.

PRINT PART OF FILE. See PRINT FORMAT (INSTRUCTIONS).

PRINT SINGLE PAGE. To print a single page of a file on the printer, set PRINT FROM PAGE # to that page (check page number in VIEW) and set PAPER to YES for SINGLE SHEETS.

PRINT VIEW. This function allows you to see, or view, the text as it will appear on the printed page, showing both the format and the page breaks.

1. Choose PRINT from the first (ESC) menu.
2. Choose VIEW on the submenu. The first page of your file will be displayed on the screen in 80-column format. To scroll

through it, press the (SPACEBAR). The page number you are on will be displayed in the bottom left corner of the screen. When that page is finished, the following page will be displayed. To move backwards to the beginning of the previous page, use (CTL) + (B). Press (ESC) to return to your writing at any point. Press (CTL) + (V) to go back to a new position in the document (see below).

You can also start VIEW from anywhere within the document by using (CTL) + (V). After a brief wait, the beginning of the (printed) page your cursor is on will be displayed. You can then move forward using the (SPACEBAR); to go backwards, press (CTL) + (B). Press (CTL) + (V) or (ESC) to return to your writing. (CTL) + (V) will return you to wherever you ended in VIEW; (ESC) will return you to your original cursor position.

▶ **Caution!** VIEW will begin from whatever page you have selected for PRINT FROM PAGE #. See PRINT FORMAT (INSTRUCTIONS).

✔ **Note:** (CTL) + (B) will not work when viewing multiple files (see LINKED FILES). Also, special printer features such as underlining and boldfacing, plus color marking, will not be displayed on the VIEW screen.

PROGRAM SETUP. See SETUP and START UP.

PROTECT FILE. See FILE LOCK.

Q

QUICK ERASE. Use (CTL) + (E) to erase the word the cursor is on. Use NEW from the third (ESC) menu to erase the file currently in memory.

QUICK LOAD. Press (CTL) + (L).

QUICK SAVE. Press (CTL) + (S).

QUICK PRINT. Press (CTL) + (P).

QUIT. After you have saved your file using the SAVE function on the first (ESC) menu, you can simply shut off the computer and remove the disk(s). If you are done with *MasterType's Writer* and want to use a different program, choose QUIT on the third (ESC) menu and say (Y) for Yes when the program asks if you are sure. Then boot up your other program.

R

REARRANGE TEXT. See MOVE for cut and paste operations or SORT for reordering text alphabetically or numerically.

RECORD. See RECORD MARKERS.

RECORD MARKERS. This feature allows you to separate blocks of text, known as *records*, for various purposes. To use this feature, you need to create "record markers" before and after the block of text:

1. Type three dashes. The computer will automatically extend the dashes across the entire screen. You can insert the three dashes in front of text you have already entered or type them before entering text.

2. Type three dashes at the end of the text. This will mark the end of the record.

You can use record markers with the MOVE, COPY, ERASE, PRINT, and SORT functions. With MOVE, COPY, and ERASE, after creating records put your cursor anywhere within the record, choose MOVE, COPY, or ERASE, then press the ⟨R⟩ key to highlight the entire record. Press ⟨RETURN⟩ to execute the operation. Record markers print out as a broken line.

See also COPY, ERASE, MOVE, and SORT.

■ **Hint:** To print part of a file, you can use record markers to move the text into the second window and print from there.

REMOVE COLOR MARKING. See ERASE COLOR MARKING.

REMOVE TEXT FROM SCREEN. See ERASE for erasing sections or NEW for erasing the entire file.

RENAME A FILE. To change the name of an existing file:

1. Load the file. (See LOAD.)
2. Choose SAVE on the first (ESC) menu. (See SAVE.)
3. On the bottom line of the screen should be the name of your file, with the arrow pointing to it. Press the down cursor key once. You will see a blank line and a prompt saying ENTER TEXT NAME. Type in the new name and press (RETURN).
4. Finally, delete the original file from the disk using FILES on the third (ESC) menu. See FILES.

REPEAT SEQUENCE OF KEYSTROKES. See MACRO.

REPLACE TEXT. See FIND AND REPLACE.

RESAVE A FILE. If you have made corrections to a file and wish to save it over again with the changes, choose SAVE on the first (ESC) menu. The arrow will be pointing to the name of the original, unrevised file. Press (RETURN). If you wish to save *both* versions of the file, see SAVE DRAFTS.

RETURN KEY. This key is used in *MasterType's Writer* for 1. executing word processing operations, such as SAVE, LOAD, and PRINT, after they

have been chosen from the (ESC) menus and submenus; **2.** marking the end of paragraphs; and **3.** adding blank lines wherever you want them on the screen and on the printed page. See also ESCAPE MENUS.

RETURN SYMBOL. This is the small triangle pointing left that appears after you press the (RETURN) key when you are typing in text. It marks the end of a paragraph and should not be placed at the end of a screen line unless you *want* that to be the end of your paragraph. To erase a (RETURN) symbol, put the cursor at the very beginning of the next line and press your computer's (DELETE) key.

■ **Hint:** To keep (RETURN) symbols from appearing on your screen, go to SETUP on the third (ESC) menu and change the setting for displaying (RETURN)s to No.

REVEAL NEW TYPEFACES. See TYPE LOAD.

RUNNING HEADS. See PRINT FORMAT (PAGE HEADER).

S

SAVE. This function allows you to save, or store, text on a disk. Saved text can be loaded in later, for revision or printing out.
    If this is the first file you are saving on a disk, the disk will

have to be initialized (prepared to receive *Writer* files) first:

1. Insert your new data disk in the drive.
2. Choose SAVE on the first (ESC) menu. When the program informs you that it can't save and asks if you wish to initialize the disk, say (Y) for Yes.

▶ **Caution!** When you initialize a disk you erase anything that has previously been stored on it. Use only blank or unneeded disks.

3. When directed to do so, enter a disk name. The disk name should not exceed 15 characters and must start with a letter of the alphabet.

To save a new file on a data disk that has already been initialized:

1. Be sure the data disk is in the drive.
2. Enter your text.
3. Choose SAVE on the first (ESC) menu.
4. Type in the file name. Begin with a letter, then use any combination of letters, numbers, and periods. (✔ **Note:** To link files for printing purposes, you should name them using periods followed by numbers in sequence. See LINKED FILES.)
5. Press (RETURN). The text is now stored under the name you chose, with the cursor where it was when the file was saved. Also saved with the file is the name of the typeface you are using (but not the typeface itself), the name of the macro file currently in memory, printer format settings, and filter settings. See also FILE LENGTH, FILE NAME, FILTER, MACRO, PRINT FORMAT, RESAVE A FILE, SAVE DRAFTS, and TYPE.

SAVE DRAFTS. To store several drafts of the same text:

1. Load in the first draft. (See **LOAD**.)
2. Enter all changes into the text.
3. Choose SAVE on the first $\boxed{\text{ESC}}$ menu. (See **SAVE**.)
4. The arrow will be next to the last file name. Press the down cursor key once. You will see a blank line and the prompt ENTER TEXT NAME.
5. Give the second draft a different name, but one that is similar to the original, and press $\boxed{\text{RETURN}}$.

SAVE FOUL-UP. If you are unable to save text on a disk, it may be because 1. The disk has not yet been initialized. (An error message will appear indicating this.) Initializing prepares the disk to save files. *MasterType's Writer* will automatically initialize a blank disk the first time you save a file on that disk. 2. The disk may be full. Put a new data disk in the drive. 3. Your disk drive door might have been open. Close it and try saving again. 4. The program might be saving to the wrong drive. Check which drive lights up during the SAVE. If it is the wrong one, go to DRIVES on the third $\boxed{\text{ESC}}$ menu and select another drive. 5. Your program disk may be in the drive. You cannot save to the program disk. Remove it and put in a data disk. 6. Something might be wrong with the data disk. Try another. 7. Your disk might be write-protected. Check if there is a write-protect tab covering the notch.

SCREEN PAGE. To advance to a new screen page, press $\boxed{\text{CTL}}$ + $\boxed{\text{G}}$. To go back to a previous screen page, press $\boxed{\text{CTL}}$ + $\boxed{\text{B}}$.

SCROLLING. This feature allows you to read through the text you have written. By pressing the down cursor key you proceed through the text as

though it were being unrolled on a long scroll. By pressing the up cursor key you move up through the text in the same way.

SEARCH. See FIND.

SECOND DRIVE, USING. See DRIVES.

SELECT A FILE. See LOAD.

SELECT A TYPEFACE. See TYPE LOAD.

SET MARGINS, PAGE LENGTH, TABS, ETC. See PRINT FORMAT.

SETUP. This function allows you to adapt *MasterType's Writer* to your own tastes and to set it up to work properly with your printer system. Here's how to use the various SETUP options:

1. Choose SETUP on the third (ESC) menu.
2. Use the cursor keys to move to the option you want.
3. Use the (<) (less than) and (>) (greater than) keys to "cycle through" the options until you reach the ones you want. (✔ **Note:** You do not need to use the (SHIFT) key with the (<) or (>) key.)

Here, now, is a brief review of the various options:

PROGRAM SETUP: If you are using a color TV or monitor, leave COLOR. If you are using a black and white TV or mono-

chrome monitor, change to B/W. In B/W the color marking is shown as different patterns rather than different colors.

If you change to YES for AUTO PUNCTUATION, the computer will automatically skip two spaces and start with an uppercase letter after a period, question mark, colon, or exclamation mark, and will automatically skip one space after a comma or semicolon. If you do not want AUTO PUNCTUATION, leave it as NO.

If you like seeing the RETURN SYMBOL (see entry) on the screen as you type, choose YES. If not, change to NO.

PRINTER: AUTO LINE FEED refers to whether your printer sends an automatic carriage return and skips down a line when it reaches the end of a line. If you are getting extra spaces between your lines and have set the line spacing properly on the PRINT FORMAT screen, change the setting on the SETUP screen to NO. If your printer is printing lines on top of each other, change the setting here to YES.

SLOT refers to the slot where the printer interface card is located. (✔ **Note:** This appears only on some versions of the program.) Most often, this is #1. If your printer does not work and everything is connected properly, trying changing the printer slot number before taking your printer in for repair.

TYPE and CARD refer to brands of printer and interface card, respectively. (✔ **Note:** Your version of the program may not include an interface card setting.) If yours is not listed, choose a compatible model or OTHER. If you choose OTHER for either printer type or interface card, you will be able to enter printer codes for special features and/or graphics codes on the lines below (see **PRINTER SETUP**).

ASCII CODES: SETUP STRING allows you to enter a code for any special typeface your printer is capable of generating. See your printer manual for the appropriate codes. If you choose OTHER under TYPE, you will be able to scroll down further and will see the place to enter special printer codes for such features as boldfacing and italics. (See also PITCH and PRINTER SETUP.)

The SETUP options, including any special codes you have entered, should be saved so the program will always boot up (load in) with them. *In addition, the current typefaces in each window, drive selection, and macro file are saved when you save the SETUP.* Thus, if you have a monochrome monitor and two disk drives, and wish to use a different typeface (see your machine-specific guide for a listing): 1. Load in the typeface you want (see TYPE LOAD); 2. select the second drive (see DRIVES); and 3. go to SETUP, make your changes on the SETUP screen, and save them. If you don't save the SETUP, the changes you make will only be temporary.

SETUP STRING. This option under ASCII CODES on the PRINT FORMAT screen allows you to tell your printer, through insertion of a special printer code, what type style you want your printer to use. (There is always a default type style the printer uses, so you needn't bother with this if you don't care to.) Some printers have DIP switches that allow you to switch from one type style to another, but others have their type style controlled by codes. The codes for your particular printer will be given in the manual that came with your printer. See also DIP SWITCHES and PITCH.

SHORTCUTS. See CONTROL KEYS, CURSOR SHORTCUTS, and ESCAPE MENUS.

SINGLE DRIVE, USING A. You can easily use *MasterType's Writer* with only one disk drive because the entire program resides in memory. You will only need to reinsert the program disk in the drive if you want to load in a new font or resave the setup (see SETUP and TYPE LOAD).

To begin, simply load in the program disk. (See START UP or your machine-specific guide.) When the writing screen appears (bouncing ball, color bars, etc.), remove the program disk and insert your data disk. You can now begin to type (see ENTER TEXT) or load in a previously saved file (see LOAD).

SINGLE-SPACING. See PRINT FORMAT.

SORT. This function on the second (ESC) menu allows you to arrange data in alphabetical (A to Z) or numerical (ascending) order. The only requirement is that the item to be sorted must be followed by a (RETURN) symbol. The sorted file will appear in the second window, and any text that was there previously will be wiped out.

Multiple-line entries (i.e., names and addresses) can be sorted using RECORD MARKERS (see entry). Put a (RETURN) symbol at the end of each line within the entry (i.e., at the end of the name) and record markers between each entry. (Each entry then becomes a separate record.) The first line in the entry will be the one used for sorting.

■ **Hints:** To sort a "field" (line) of information when that field does

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not appear *first* in the record, such as sorting by zip codes in an address-book listing:

1. Color mark the field that is to be sorted. (See COLOR MARKING.)

2. Use the FILTER function to filter out the color black (clear). This will hide the text that you do not wish to sort. (See FILTER.) Be sure that the text showing belongs to the field you want to sort.

3. Do the sort. Your records, sorted by the colored field, will be in the other window.

To rearrange a series of paragraphs, number each of them in the new order you want and then do a SORT.

SPEEDY ERASE, LOAD, SAVE. See QUICK ERASE, SAVE, LOAD.

SPLIT A FILE. See DIVIDE A FILE.

SPLIT SCREEN. See WINDOW.

START. See START UP.

START A NEW FILE. To start a new file if you already have text on the screen, choose NEW on the third (ESC) menu to clear the screen and memory, then begin typing. When you go to save your new text for the first time, you will be asked to name your new file. To start a new file right after booting up the program, simply begin typing. Again, when you go to

save your text, you will be asked to type in a file name. See also FILE NAME and NEW.

START NEW PAGE. To signal the printer to start text on a new page, type (CTL) + (N). A new-page symbol will appear on the screen. You can delete or overwrite this as you would any other character. See also PAGE BREAKS.

START TYPING. See ENTER TEXT.

START UP. Consult your machine-specific guide for instructions on how to boot up (load in) your program. Be sure to hold the program disk with the label side up, slide it completely into the disk drive, and shut the door. While the program is loading, the disk drive will spin and a red light will come on. You will see several title screens, and finally the "writing screen" will appear with its "bouncing ball," color bars, and small white pyramid (the cursor) along the bottom of the screen. At this point, you may begin your typing.

If you have one drive, see SINGLE DRIVE, USING A. If you have two or more drives, see DRIVES. To print out your text, you must first tell the program what printer you have (see SETUP). See also ENTER TEXT, ESCAPE MENUS, LOAD, and SAVE.

STOP. If you turn off your computer before saving your file to disk, your text will be lost. See QUIT and SAVE.

STORE TEXT. See SAVE.

STRIKEOVER. To "overwrite" letters on the screen, see OVERWRITE MODE.

T

TAB. *MasterType's Writer,* offers a regular (TAB) option somewhat similar to that on a typewriter. Pressing the (TAB) key once (check your machine-specific guide to find out what key this is if you are unsure) puts a (TAB) symbol on the screen (a triangle facing right). This symbol does not appear on the printed page. Instead, it sends a signal to the program to indent the indicated number of spaces when the text is printed out. *Writer* allows you to create three margin settings in addition to the normal (NORMAL) one, the one you use for your regular text. Text preceded by two, three, or four (TAB) symbols will print out with the respective margins indicated on the FORMAT screen (below the NORMAL setting). A (RETURN) symbol sets the margins back to NORMAL. Five (TAB)s cause a line of text to print out centered on your page. See also **PRINT FORMAT**.

✔ **Note:** Any of the four margin formats (left and right) can be set to any desired position and can include a variety of line spacings. The program will not allow you to insert "impossible" margin settings, however, such as a left margin that is larger than a right margin.

■ **Hint:** These extra formats are especially useful for creating charts and columned reports (see **PRINT COLUMNS**) and for setting off special text, such as quotes within a report.

TAB KEY. Pressing this key once before you begin to type a paragraph puts a symbol on the screen that tells the printer how much to indent that paragraph. To set up the special margin formats, use two, three, or four (TAB) symbols. Five presses of the (TAB) key causes text to be centered. You can identify your computer's (TAB) key by looking in your machine-specific guide. See also TAB.

TEXT, DELETE. 1. From the screen, see ERASE. 2. From the disk, see FILES.

TEXT, EDIT. See EDIT TEXT.

TEXT, ENTER. See ENTER TEXT.

TEXT, SAVE. See SAVE.

TRANSFER TEXT TO OTHER WINDOW. See MOVE.

TRIPLE-SPACING. See PRINT FORMAT (MARGINS).

TWO DRIVES, USING. See DRIVES.

TYPE. With this function you can change the TYPEFACE (see entry) you see on the screen and, if you wish, save the new typeface so that your program will always boot with it. You can

> also have a particular file always load with a different typeface from the one the program boots up with. See SETUP, TYPE LOAD, and TYPE SAVE.

TYPE (AS IN TYPE TEXT). See ENTER TEXT.

TYPE ABOVE BEGINNING OF FILE. Put your cursor on the first letter and begin to type. As long as you are in INSERT MODE (see entry) the text following will be pushed over to make room. Alternately, you can insert (RETURN) symbols or press the (SPACEBAR), then use the cursor keys to move back up.

TYPEFACE. A style of printed character, or type (font). Also, the character set (letters, numbers, special symbols, etc.) for that typeface. Text is always displayed on the screen and printed out on paper in a certain typeface. *MasterType's Writer* contains a number of distinct typefaces you can choose from. See your machine-specific guide for a discussion of typefaces on your program disk.

TYPEFACE NOT FOUND. Make sure your *program* disk is in Drive 1. Or, if you have the program set up to work with two drives, you must temporarily switch it back to load typeface files from Drive 1. (See DRIVES.) If you wish, you can save a typeface that is on the program disk to a data disk. See TYPE SAVE.

TYPEFACE ON PRINTED PAGE. See PITCH, SETUP, and SETUP STRING.

TYPEFACE WASN'T SAVED WITH FILE. See FONT LOST and TYPE SAVE.

TYPE LOAD. *MasterType's Writer* boots up with a "default" typeface, a character set that you can change anytime you wish by loading in another typeface, then saving the SETUP (see **SETUP**). You can also temporarily display a new typeface or save a particular file in a typeface different from the one the program boots up with.

The TYPE LOAD function, on the TYPE submenu, allows you to load in a new typeface for display on your screen. Put the program disk in the "active" disk drive, choose TYPE on the second (ESC) menu, then LOAD on the submenu. You will see a list of typeface names displayed. Put the arrow next to the name of the one you want and press (RETURN). The file currently in memory will be displayed in the new typeface. (If there is no file currently in memory, just begin typing to see the new typeface.)

If you save your file after you have loaded in a new typeface, the *name* of that typeface will automatically be saved along with the file. However, the file will not reload automatically with the new typeface unless you save the typeface (character set) *itself* onto your data disk (see **TYPE SAVE**).

TYPE SAVE. This TYPE submenu function lets you save character sets, or typefaces, onto a data disk. If you want a particular typeface to always load with a file, save it on the same disk that

the file is saved on and then resave the file when the typeface is displayed.

To save a typeface from the program disk onto your data disk, first make sure that your program disk is in the active drive. Choose TYPE from the second (ESC) menu and SAVE on the submenu (there is no need to load the file first). Put the arrow next to the name of the typeface you want and press (RETURN). The character set will be saved on the data disk with the file.

U

UNDERLINED TEXT. See COLOR MARKING and PRINT FORMAT (COLOR).

UNLOCK A FILE. To make a change in or erase a file that is locked, you must first unlock it. See FILES.

UP AND DOWN MOVEMENT. See CURSOR MOVEMENT.

USING MENU OPTIONS. See ESCAPE MENUS.

V

VIEW. See **LOAD** for viewing the disk catalog or **PRINT VIEW** for viewing a file in 80-column format before printing.

W

WINDOW. This function allows you to "open" and use a second screen:

1. Choose WINDOW from the second (ESC) menu.

2. Use the down cursor key to "pull down" the upper window as far as you want. If you are already in the upper window, use the up cursor key to "pull up" the lower window.

3. Press (ESC) to get rid of the "adjust window" message.

4. Now press your computer's Window key (see your machine-specific guide or the HELP help screen to identify this key) to move into the second window. Press this same key to move back again. The bouncing ball tells you which window

you are in (the "active" window). Choose WINDOW again and use the cursor keys to close the inactive window. Note that you cannot completely close the active window.

You can work with either window in all the ordinary ways (SAVE, LOAD, FILTER, etc.) and, if you wish, move text back and forth or copy it from one window to the other. Each window holds a separate, distinct file, and each must have its text saved separately. The same file can be loaded into both windows, but editing can only be done in the active window.

✔ **Note:** COPY and MOVE take text from one window and put it into the other window. See COPY and MOVE.

■ **Hints:** Use two windows to compare two documents or to keep data, notes, or an outline in one and your text in the other.
To move a section of text from one *file* to another:

1. Move it into the second window.
2. Save or resave your file in the first window.
3. Load the file you want to add your text to into the first window. When it is displayed on the screen and the cursor is in the position where you want the text to be added, go back to the second window.
4. Choose MOVE, mark your text, then move it into the first window and again save the file.

◆ **Shortcuts:** You can *open* the inactive window by pressing (CTL) + (D). You can *close* the inactive window by pressing (CTL) + (Q).

WINDOW FROZEN. See FROZEN WINDOW.

WINDOW KEY. This is the key that allows you to move back and forth between the two windows the program has available. When you press the computer's designated Window key, you move into the "other" window and can begin typing there. The bouncing ball indicates the active window—the window you are currently in. See your machine-specific guide or the HELP help screen to identify this key. See also WINDOW.

WORD WRAP. The computer automatically shifts words to the next line when the line you are typing on becomes filled. This is called "word wrap." When entering text, press the (RETURN) key only to end paragraphs. See also RETURN SYMBOL.

WRITE. See ENTER TEXT.

Appendix A

LIST OF ENTRIES

ESC MENUS
EXCHANGE TYPEFACES
EXIT THE PROGRAM

FANCY FONTS
FILE
FILE LENGTH
FILE LOCK
FILE NAME
FILES
FILE UNLOCK
FILL-IN FORMS
FILTER
FIND
FIND AND REPLACE
FIND FOUL-UP
FONT
FONT DELETE
FONT LOCK
FONT LOST
FONT UNLOCK
FORMAT A DISK
FORMAT TEXT
FORMS
FROZEN CURSOR
FROZEN SCREEN
FROZEN WINDOW

GET TEXT
GLOBAL SEARCH
GO BACKWARDS IN FILE
GO FORWARDS IN FILE
GUARD FILES

HALF-SCREEN
HARD COPY
HEADINGS
HELP
HELP SCREENS
HIGHLIGHTING

INDENT TEXT
INITIALIZE A DISK
INPUT
INSERT MODE
INSERT TEXT
INSTANT ERASE
ITALICS

JAGGED LINES ON PRINTED PAGE
JOIN TWO FILES
JUMP TO BEGINNING OF FILE
JUMP TO END OF FILE

KEYBOARD LOCKED
KEYSTROKES, SAVED

LINKED FILES
LIST FILES
LOAD
LOCATE A WORD
LOCK
LOST PRINT FORMAT SETTINGS
LOST TEXT

MACRO
MACRO DELETE
MACRO KEY

MACRO LOCK
MACROS, HOW TO CREATE AND USE
MACRO UNLOCK
MAKE CHANGES
MARGINS
MARK TEXT
MEMORY
MEMORY, OUT OF
MENU
MONOCHROME MONITOR
MOVE
MULTIPLE FILES

NAME A FILE
NEW
NUMBER PAGES

OPEN A FILE
OPEN A WINDOW
ORDER TEXT
OUT OF ROOM IN FILE
OVERWRITE MODE
OVERWRITE TEXT

PAGE BREAKS
PAGE COUNT
PAGE LENGTH
PAGE NUMBERING
PAPER, CONTINUOUS FEED
PAPER LENGTH
PAPER, SINGLE SHEETS
PARAGRAPH ENDING
PARAGRAPH INDENT
PARTIAL PRINT OF FILE

PITCH
POWER FAILURE
PREPARE BLANK DISK
PREVENT ACCIDENTAL ERASURE
PREVIEW TEXT BEFORE PRINTING
PREVIOUS PAGE
PRINT
PRINT COLUMNS
PRINTER FOUL-UP
PRINTER SETUP
PRINT FORMAT
PRINT FORMAT FOUL-UP
PRINT PART OF FILE
PRINT SINGLE PAGE
PRINT VIEW
PROGRAM SETUP
PROTECT FILE

QUICK ERASE
QUICK LOAD
QUICK SAVE
QUICK PRINT
QUIT

REARRANGE TEXT
RECORD
RECORD MARKERS
REMOVE COLOR MARKING
REMOVE TEXT FROM SCREEN
RENAME A FILE
REPEAT SEQUENCE OF KEYSTROKES
REPLACE TEXT
RESAVE A FILE
RETURN KEY

RETURN SYMBOL
REVEAL NEW TYPEFACES
RUNNING HEADS

SAVE
SAVE DRAFTS
SAVE FOUL-UP
SCREEN FROZEN
SCREEN PAGE
SCROLLING
SEARCH
SECOND DRIVE, USING
SELECT A FILE
SELECT A TYPEFACE
SET MARGINS, PAGE LENGTH, TABS,
   ETC.
SETUP
SETUP STRING
SHORTCUTS
SINGLE DRIVE, USING A
SINGLE-SPACING
SORT
SPEEDY ERASE, LOAD, SAVE
SPLIT A FILE
SPLIT SCREEN
START
START A NEW FILE
START NEW PAGE
START TYPING
START UP
STOP
STORE TEXT
STRIKEOVER

TAB
TAB KEY
TEXT, DELETE
TEXT, EDIT
TEXT, ENTER
TEXT, SAVE
TRANSFER TEXT TO OTHER WINDOW
TRIPLE-SPACING
TWO DRIVES, USING
TYPE (AS IN TYPE TEXT)
TYPE
TYPE ABOVE BEGINNING OF FILE
TYPEFACE
TYPEFACE NOT FOUND
TYPEFACE ON PRINTED PAGE
TYPEFACE WASN'T SAVED WITH FILE
TYPE LOAD
TYPE SAVE

UNDERLINED TEXT
UNLOCK A FILE
UP AND DOWN MOVEMENT
USING MENU OPTIONS

VIEW

WINDOW
WINDOW FROZEN
WINDOW KEY
WORD WRAP
WRITE

Appendix B

ERROR MESSAGES

MESSAGE	**CAUSE**
CAN'T SAVE/INITIALIZE DISK?	Program is unable to save to the user's data disk. The assumption is that the disk has not been initialized, but there could also be a disk error or the disk drive door could be open.
DISK ERROR	Grab bag. Usually means that the data disk has been damaged.
DISK FULL	No more room on disk to save your file.
DISK IS NOT BLANK/ERASE IT?	The user answered yes to Initialize Disk?, but the program has found that the data disk is already initialized.
DRIVE IS TOO FAST	User tried to initialize a disk with a drive out of alignment. Your disk drive may need servicing or an adjustment.
DRIVE IS TOO SLOW	Same as above.
FILE LOCKED	User tried to save or delete a file that is currently locked. The file must be unlocked first.
FILE TOO LONG	User tried to add (using ADD) a file that, together with the file in memory, exceeded the maximum length of a *MasterType's Writer* file.

MESSAGE	**CAUSE**
NAME ALREADY EXISTS	User typed in a name that has already been used for a previous file on this disk.
NO FILES	No files on disk to LOAD/ADD/LOCK/UNLOCK, or DELETE. Check to make sure the correct disk is in the drive and that DRIVES is set up correctly.
PROGRAM DISK	User tried to initialize the *MasterType's Writer* program disk.
UNABLE TO INITIALIZE	This message should only occur if a user tries to initialize a hard disk or some unusual device.
UNABLE TO SORT	File is too large to sort.

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<div align="center">

Scarborough Systems, Inc.
55 S. Broadway
Tarrytown, New York 10591 U.S.A.

</div>

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CUT ALONG DOTTED LINE

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This coupon certifies that I have purchased *MasterType's Writer* by Scarborough Systems.

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